

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair
Staush Gruszynski, Vice Chair
Corrie Campbell, Kathy Lefebvre, Paul Ballard

EDUCATION & RECREATION COMMITTEE

Thursday, January 26, 2017

5:30 p.m.

**NEW Zoo & Adventure Park
4418 Reforestation Rd, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA**

PLEASE NOTE DATE & LOCATION

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of December 14, 2016.

Comments from the Public

1. Review Minutes of:
 - a. Library Board (October 20, 2016 and December 8, 2016).
 - b. Neville Public Museum Governing Board (December 12, 2016 and January 9, 2017).

Museum

2. Museum Budget Status Financial Report for November 2016 (Unaudited).
3. Museum Director's Report.

Communications

4. Communication from Supervisor Hoyer re: Discuss seasonally allowing leashed dogs to enter more county parks with necessary changes to policies or ordinances to allow leashed pets.
Referred from January County Board.

Presentation of the NEW Master Plan by Schultz and Williams and CLR

Golf Course

5. Budget Status Financial Report for November 2016.
6. Superintendent's Report.

Library

7. Budget Status Financial Report for November 2016.
8. Director's Report.

Park Management

9. Budget Status Financial Report for November 2016.
10. Request for Approval of RFP, Project #2120 for Brown County Fairgrounds Master Plan.
11. December 2016 park attendance and field staff reports.
12. Assistant Director's Report.

NEW Zoo

13. Budget Status Financial Report for November 2016.
14. Request from the N.E.W. Zoological Society, Inc. for waiver of fees for 5th Annual "Skunks are Beautiful" Cribbage Tournament at the Reforestation Camp Lodge.
15. Zoo Director's Report and Zoo Monthly Activity Reports.

Budget Adjustment Requests

16. 2016 Budget Adjustment Request (16-122): Any allocation from a department's fund balance.
17. 2017 Budget Adjustment Request (17-07): Any allocation from a department's fund balance.
18. **Resch Centre/Arena/Shopko Hall** –Complex Attendance for December 2016.

Other

19. Audit of bills.
20. Such other matters as authorized by law.
21. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Education and Recreation Committee was held on Wednesday, December 14, 2016 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Van Dyck, Supervisor Gruszynski, Supervisor Lefebvre, Supervisor Ballard, Supervisor Campbell
Also Present: Supervisor Brusky, Museum Director Beth Lemke, Museum Deputy Director Kevin Cullen, Zoo Director Neil Anderson, Assistant Park Director Matt Kriese, Library Director Brian Simons, Library Financial Manager Lori Denault, Director of Administration Chad Weininger.

I. Call to Order.

The meeting was called to order by Chair Van Dyck at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Gruszynski, seconded by Supervisor Ballard to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of November 17, 2016.

Motion made by Supervisor Gruszynski, seconded by Supervisor Ballard to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public

Supervisor Joan Brusky, 2568 S. Webster Avenue, Green Bay, WI

Brusky provided several articles, copies of which are attached, regarding a park in southern Dane County. Dane County is doing wonderful things with this park which was donated in 2002. She encouraged the Committee to read the articles which outline the process of how the plans for the park were developed. She also encouraged the Committee to think big when they consider the acceptance of the Koch property and to realize that it may take a number of years to develop something on the property. She feels the Committee should think positively about the Koch donation and she thanked them for their consideration.

Chair Van Dyck pointed out that the park Brusky is talking about is 240 acres of farmland and 60 acres of woods and there is a very big distinct difference between what she is talking about and a 30 acre home lot like the Koch property. Brusky agreed that this is not an apples to apples comparison and Van Dyck said getting 300 acres of land is very different than a parcel in the middle of a residential subdivision. Brusky noted that there are County parks smaller than 30 acres and the point she is trying to make is that Dane County thought big.

Supervisor Lefebvre added that the City of De Pere has plans for a big subdivision once the bridge goes through and they will be losing a lot of open space. People think that this is going to be a country setting, but it is not. Van Dyck commented that every municipality charges park fees when you build a home, so the City of De Pere will collect large sums of money to build a park at some point in time and if they want to start a development, it will be packed in just like it is in the city. He feels that when you live in the country on a parcel of land, you already have your own park and those people in that area are not clamoring for a park because they do not need one. He said his job is to listen to people and he has done that. He listened about plowing the trail and there was support for that, but there has been zero support for the Koch property and he feels the Board needs to appreciate the positions of the neighbors as well. He said it is a very generous and great donation, but just because someone wants to make a donation does not mean the County needs to do cartwheels to figure out what to do with it. If a park is really needed in that area, the County can go out and find the right parcel of land and create the right park.

Supervisor Gruszynski thanked Brusky for providing the articles to allow the Committee to widen their scope.

1. **Review Minutes of:**
 - a. **Neville Public Museum Governing Board (November 14, 2016).**

Motion made by Supervisor Gruszynski, seconded by Supervisor Lefebvre to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications – None

Museum

2. **Museum Budget Status Financial Report for October 2016.**

Museum Director Beth Lemke informed October was a great month. She noted that the Guest Services Coordinator position was open for three full pay periods which also helped with the numbers.

Motion made by Supervisor Gruszynski, seconded by Supervisor Ballard to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Campbell arrived at 5:42 pm

3. **Museum Director's Report.**

Lemke reported that the new Guest Services Coordinator has started and she is looking at processes and procedures and is bringing a new perspective to things which has been promising. The second annual Night at the Museum event was held last night and Lemke said it was a fun evening and less stressful than it was the first time. She said Director of Development Tasha Huntowski did a great job pulling everything off and everything looked smashing and stunning and ticket sales were very good.

Lemke continued that she has been adding social media stories to her reports and said there have been some really interesting conversations with the public about the Holiday Memories exhibit. She said they follow some websites that indicate in the past the Neville has not always been viewed as the most favorable cooperative entity in town and they are trying to change that perception. There is a Facebook page regarding Green Bay and there was a post about the Pranges windows and the post had a large number of "likes" and shares as well as a large number of comments. She feels the community networking is working and noted that last weekend had very good attendance.

Lemke continued that she received confirmation that WBAY will be the media sponsor for the Estamos Aqui exhibit which opens in May and runs into 2018. The Museum will pay a portion from the promotions budget but there will be almost twice as much coming back in in-kind promotions. The Art Colony exhibit will be opening on January 21 and there will be a reception for this on January 19. The Alice in Dairyland exhibit will open in January and run through 4th of July weekend. Some outreach has been done on this already and they will be having a huge weekend opening, Agstravaganza, which will include a number of 4-H partnerships and there will be 4-H students volunteering to help promote the ag science and art projects they do.

Lemke concluded that the Museum will be open late on New Year's Eve to participate in US Bank Eve. She plans to be outside handing out brochures and coupons to those in the area.

Supervisor Ballard commented on the Night at the Museum event and said it was a great night and he was happy he attended.

Motion made by Supervisor Gruszynski, seconded by Supervisor Lefebvre to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

NEW Zoo4. **Budget Status Financial Report for October 2016.**

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

5. **Budget Adjustment Request (16-110): Any increase in expenses with an offsetting increase in revenue.**

This Budget Adjustment is in relation to revenues exceeding expectations within the camping and shelter rental accounts and the use of these revenues within the outlay account for a new half ton pickup truck in the Parks Department. This vehicle would replace a truck which is nearly 20 years old. These funds would then be carried over to make the purchase in 2017. Budget impact is \$28,000.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Zoo Director's Report and Zoo Monthly Activity Reports.**

NEW Zoo Director Neil Anderson stated that attendance in November was good. They had about 4,800 people versus 3,200 the previous year. They had their Holiday Fest recently which included Breakfast with Santa and the event was attended by 356. Anderson also said they are in the process of moving some of the animals around. The red wolf was moved to Florida and they have another that will be going to Missouri next week. Anderson talked about the duiker they got from Virginia who gave birth to a baby on December 1. Anderson provided a picture of the baby, a copy of which is attached. It is a tiny animal, about the size of a guinea pig.

Anderson continued that the Zoo has been winterized and he also noted that they had a workshop recently on the master plan and strategic plan. He would like to have the January Ed and Rec meeting at the Zoo so a presentation can be given by Schultz and Williams.

Anderson also informed they recently did a LEAN 6S project in one of the sheds and it was fun in that they did it with the 6th grade classes in Pulaski. He said the kids worked very hard and the shed now looks very nice.

Lefebvre asked what special accommodations are made for the animals with the subzero temperatures. Anderson said they all have shelters and they make sure they all have dry bedding, but more importantly they all have access to warm water. The animals do pretty well in the cold for the most part and they watch closely to make sure that everything is okay.

Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Park Management7. **Budget Status Financial Report for October 2016.**

Motion made by Supervisor Ballard, seconded by Supervisor Lefebvre to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. **November 2016 park attendance and field staff reports.**

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

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9. Assistant Director's Report.

Van Dyck informed Kriese that he has heard comments that Steve Corrigan of the Fair Board is quite pleased with the final product at the Fairgrounds. Assistant Park Director Matt Kriese said there are few soft spots which will be fixed but it is a very minor issue. He said Corrigan was extremely complementary about the project and the County government operation as a whole.

Kriese referenced the Budget Adjustment, Item 5 above, and noted that staff had to work extremely hard with low numbers to generate the additional revenue. Additional revenue means additional people in the parks, additional cleaning and additional work on the backside. When staff sees that they are working hard and the fruits of their labor is being able to get new equipment, it goes leaps and bounds for them. Kriese noted the new truck is very much needed.

Kriese also mentioned NWTC is still working at Bay Shore Park on the electrical upgrade but the project will be wrapped up this week because classes are done. On behalf of the County they provided a lunch for the workers in appreciation for the many, many volunteer hours they put in. The new semester will start in February and NWTC will have crews back out there pulling wire and that half of the campground should be up and running in time for the season. He noted that half of the campground is closed from September through the end of the year, but revenue is still up by about \$20,000 at Bay Shore. This is attributed to a mix of weather and the online reservations and he gave his staff a lot of credit on this.

Another major project going on right now is a grant funded habitat project at Barkhausen with Ducks Unlimited. The project will come in a little over \$400,000. The contractor on the project is from Minocqua and has been fantastic to work with and Kriese would reach out to them again in the future for other projects.

The County is busy getting into winter operations and they have started grooming the ski trails. There have been countless skiers, but he noted that trails are currently closed until there is more snow. He is looking forward to the projected snowfall over the weekend and said it will provide great quality trails before Christmas which is a bonus for people who are off over the holidays.

Kriese talked briefly about the snowmobile trails and passed out a map. He said the County has 192 miles of trails which are coordinated by the Park Department and 11 clubs that help out. They are running into more issues with the clubs and Kriese said he spends a lot of time on the phone with land owners to talk about easements and crossing on lands. Some of the trails are having to divert around areas and connectivity is becoming a little bit more difficult.

Kriese also noted he just received notice from the DNR that they have received a \$20,000 grant for resurfacing parts of the State trails. Part of this will be used on the Fox River Trail, but the bulk of the funds will be used on the Mountain Bay Trail and he will be bringing a budget adjustment forward on this next year.

Kriese also provided information on the Friends of Neshota Park 1st Annual Snowshoe Race scheduled for January 28, 2017, a copy of which is attached along with a copy of the 2017 Barkhausen Public Program Guide which is also attached.

Kriese also talked about the plowing of the Fox River Trail and noted that he has been working with the County Executive and it appears there will be a joint municipality collaboration on this which is a little different than where the motion currently sits. They may be looking at pulling some of the money from the Rails and Trails account and then looking to outside funding sources. There is a lot more to come on this and Kriese will continue to keep the Committee updated, but at this time he feels things are moving along in a positive direction.

Van Dyck asked what will happen with this at Administration Committee if it is going to be a shared mutual agreement which would not require money out of the general fund. Director of Administration Chad Weininger responded that a budget adjustment will still be necessary which requires a 2/3 vote by the Board. The reason this went to Administration Committee is because there is a use of general fund dollars whereas if it would have been done out the Park fund, it would have been a 2/3 vote done by the oversight committee and then on to the Board. Now because there is a specific action this Committee took to send it to Administration Committee, it has to play out that way.

Lefebvre asked for an update on how the Packers parking is going at the Fairgrounds. Kriese responded that the camping revenue was up about \$8,000 this year. Initially there were some complaints about the fee increase, but those have subsided. There were also a few complaints that other events were held at the Fairgrounds while camping was going on and Kriese noted that next year when there is Packers camping there will be no other events going on at the Fairgrounds.

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

10. **Budget Adjustment Request (16-108): Reallocation between two or more departments, regardless of amount.**

This Budget Adjustment is to transfer remaining Central Library Renovation capital project 2012A bond funds to the Debt Service Fund in order to comply with IRS regulations regarding taxability of the bonds issued in prior years. Budget impact is \$340,000.

Library Director Brian Simons further explained that this is from the 425 fund which was bonded for several years ago. Many good things were done with this money, but there was some money left over and it was agreed that it would go back to the fund to pay off the debt service. The Library Board has been notified of this but Simons noted that they do not have say over this.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Library Employee Banked Sick Leave.**

Van Dyck said this is on the agenda because this Committee requested that Simons create a resolution which was done and handled at the November County Board meeting, but it was not handled exactly how the Library Board thought it was going to be addressed. Simons said there is still about \$72,000 the Library has paid over the last three years that the Library is not getting reimbursed for. That being said, there is a solution going forward and Simons said they will take what they can get and move forward and keep plugging along.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Director's Report.**

Simons reported on the feasibility study for the East branch and noted that the architectural firm will begin their work on December 21 and it is expected to take several months. He expects a complete facility study in two to three months and then a recommendation will be given with regard to the direction the Library Board would like to see the East branch go.

Simons also talked about the restrooms at the Central Library and indicated the lower level restrooms are complete and the second and third floor restrooms are also complete. Work continues on the first floor

restrooms and it is anticipated they will be done by the end of the year. Simons also reported that the study rooms at Kress are also being worked on and should be done soon. With regard to the furniture for the Ashwaubenon branch, Simons said it is almost 70% delivered and the rest should be arriving over the holidays and they are hoping to put the furniture out between the holidays. He noted that the new furniture will make the facility look like new.

Simons continued that the Library will be part of a large community event, a book and author festival entitled Untitled Town which will be taking place April 28-30, 2017. The organization already has \$5,000 in donations and two grants totaling \$30,000 and they are asking larger corporations for sponsorship. Simons thinks this will be a great event due to the people involved and he feels the Library will be able to do some neat things with it. Simons expects attendance at the event to be at least 2000.

Campbell complimented Simons on the direction he is taking the Library and said she feels we are becoming a community which is integrated in our cultural assets which is something that needed to be done for a long time.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Library Report.

See above; no action taken.

14. Golf Course - Budget Status Financial Report for October 2016.

Motion made by Supervisor Gruszynski, seconded by Supervisor Ballard to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Resch Centre/Arena/Shopko Hall – Complex Attendance for November 2016.

Motion made by Supervisor Ballard, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

16. Audit of bills.

Motion made by Supervisor Ballard, seconded by Supervisor Gruszynski to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Such other matters as authorized by law. None.

18. Adjourn.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to adjourn at 6:45 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein	Therese Giannunzio
Recording Secretary	Transcriptionist

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

Brown County Library Board Meeting, October 20, 2016 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

PRESENT: MIKE AUBINGER, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

EXCUSED: CHAD BIANCHI, MARISSA MELI, and BOB NIELSEN

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff); Brown County Supervisor Guy Zima.

I. CALL TO ORDER President Aubinger called the meeting to order at 5:19 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Vander Leest, seconded by Jeske, to approve the agenda and the September meeting minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

CLOSED SESSION

Open Session: Discussion and possible motion with roll call vote to convene in closed session. **Motion** by Vander Leest, seconded by Wagner, to move into closed session. Roll call vote: Aye: Jeske, Van Dyck, Vander Leest, Running and Aubinger. Nay: None. **Motion carried.**

Closed session: Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require closed session - discuss and negotiate with developer, Lexington Realty International, a possible future East Branch Library site at East Town Mall.

Motion by Jeske, seconded by Wagner, to return to open session. **Motion carried.**

Reconvene in Open Session: Approve any action that may have been recommended in Closed Session.

It is the feeling of the Board to continue to consider the East Town Mall location as an option. The Board supports proceeding with the feasibility study proposed to be conducted by HGA. If the mall turns out to be a viable option, a letter of intent will be submitted to the developer. At this time, a letter will be sent indicating that the mall is one of three options being seriously considered along with library minutes and agendas as needed. **Motion** by Van Dyck, seconded by Running, to suspend the rules and open the floor to allow Supervisor Zima the opportunity to address the Board. **Motion carried.** Supervisor Zima noted that the developer has depicted that the library participation is critical to deal. He questioned why the Library Board is considering a rent that is two and a half times the current rent. He thought the County Board (funders) should have been talked to before any talks with the developer took place. He brought up that there had been a proposal last year to close a branch to balance the budget and doesn't understand why there is a willingness to increase costs. He doesn't feel the mall developer should be encouraged. Aubinger reiterated that there are three options being considered for a future East Branch and the Library Board plans to investigate all three options and decide on the best one. The Library Board will go to the funders after the feasibility study evaluating all three sites is complete. He expressed that he doesn't think the county should spend \$300,000 on Pulaski when the East Branch is a true need but they are. Zima again stated that it is not fair to lead them (the developer) along if not a viable option.

Motion by Van Dyck, seconded by Wagner, to return to regular business. **Motion carried.**

Vander Leest asked if the Ad Hoc East Branch Committee is dissolving. It was agreed, per Running's suggestion, that the committee (Simons, Vander Leest, Van Dyck, Bianchi, and Running) could evaluate the HGA feasibility assessment, once complete, and report back to the Library Board. Simons meets with BCL Foundation, who will be asked to fund the study on November 3. HGA should be ready to get started right away.

Van Dyck would like to see a communication sent to the City of Green Bay stating that the East Town Mall location is one of three options and these sites are under consideration only at this time.

Supervisor Zima left the meeting at 6 pm.

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IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. The personnel line item is looking improved due to savings achieved through leave reimbursement (short-term disability) and open positions. An overage is still projected but upcoming situations may change that. Simons spoke with the County's Finance Director who agrees that money previously set aside for employees' payouts (banked sick leave, etc. paid out at retirement) and held at the County should follow the library's employees. This is an employee benefit. A designated fund exists for employees funded by county. About \$36,000 would be owed to the library for the sick leave payouts the library funded since 2013, and an additional amount for banked vacation. Another roughly \$80,000 in liabilities currently still exist in just sick leave payouts; including banked vacation, this would be more. Van Dyck asked for this topic to be added as a specific line item for Ed & Rec meeting. Motion by Vander Leest, seconded by Jeske, to approve the September, 2016 financial report and September, 2016 Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
September 2016**

Gifts & Donations

09/07/16	Vickie Bettinger-In Memory of John Bettinger	325.00	Adult Titles and/or CD's, DVD's
09/07/16	John & Gisela Brogan-In Memory of John Bettinger	100.00	Adult Titles and/or CD's, DVD's
09/07/16	Patricia & Douglas Stading-In Memory of John Bettinger	20.00	Adult Titles and/or CD's, DVD's
09/07/16	Ted & Jane Conrad-In Memory of John Bettinger	20.00	Adult Titles and/or CD's, DVD's
09/07/16	Louis Seiler-In Memory of John Bettinger	50.00	Adult Titles and/or CD's, DVD's
09/07/16	Sisters of St. Francis of the Holy Cross	200.00	Cellcom Children's Edible Garden
09/07/16	Anonymous	10.00	Ashwaubenon Furniture
09/14/16	Jeff & Carey Wickman Family-In Memory of Jeff Kaftan	20.00	Adult Titles
09/14/16	Kathleen Maloney/Mark Villwock-In Memory of John Bettinger	50.00	Adult Titles and/or CD's, DVD's
09/14/16	Lexi & Mike Nelsen & Family-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Jolayne & Jerrold Ollmann-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Dawn Cavi-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Mary Zaborski	1,000.00	Children's Programming
09/14/16	K. Pelishek	10.00	Ashwaubenon Furniture
09/21/16	Branch Buddies of the Brown County Library	381.86	Programming & Supplies
09/28/16	Karen & Steven Sumnicht - In Memory of John Bettinger	65.00	Adult Titles and/or CD's, DVD's
09/28/16	Bank of Kaukauna - In Memory of John Bettinger	200.00	Adult Titles and/or CD's, DVD's
09/28/16	Friends of Brown County Library	489.54	Programming & Supplies
09/30/16	Kathy Goldman-In Memory of Enid Smeall	25.00	Children's Materials
	Ashwaubenon	38.59	Donation Box
	Bookmobile	3.50	Donation Box
	East		Donation Box
	Weyers/Hilliard	15.25	Donation Box
	Central Circulation	53.80	Donation Box
	Kress		Donation Box
	Pulaski	28.25	Donation Box
	Southwest	27.74	Donation Box
	Wrightstown		Donation Box
	Total Donations	\$ 3,208.53	

Federal & State Grants

9/30/2016	Nicolet Federated Library System	\$ 4,555.18	Collection Development
9/30/2016	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 6,638.51	

Motion carried.

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V. APPROVE CHILD SAFETY POLICY Motion by Vander Leest, seconded by Running, to approve the Child Safety Policy. **Motion carried.**

VI. APPROVE LIBRARY SECURITY INTERN POSITION DESCRIPTION Simons explained that the current security firm indicated that they were not interested in renewing their contract that expires 10/31 at the current rate. They would renew at double the rate. The library felt that better service could be found for a reasonable rate. With the suggested intern position, a few more coverage hours would be gained. This security intern position is modeled like those in the city's CSI program. Running asked if there are any liability issues with the county having a security officer. The intern would be a library employee. **Motion** by Vander Leest, seconded by Wagner, to amend the rules in order to combine agenda item 6 and 7 and to approve the library security intern position contingent on Corp Counsel's and Risk Management's approval and to approve the budget adjustment to transfer funds from contracted services to personnel for the library security intern. **Motion carried.**

VII. APPROVE BUDGET ADJUSTMENT TO TRANSFER FUNDS FROM CONTRACTED SERVICES TO PERSONNEL FOR LIBRARY SECURITY INTERN

VIII. APPROVE 2017 RESOURCE LIBRARY AGREEMENT Simons noted that the only change (in 2B) gives more flexibility for NFLS to provide funds for a different (not designated) database. **Motion** by Vander Leest, seconded by Running, to approve the 2017 Resource Library Agreement. **Motion carried.**

IX. FACILITIES REPORT

A. Facilities Manager's Report Central bathrooms renovation update: the second and third floors will be complete around mid-November; the lower level by the end of November, and the first floor by Christmas. The Kress study rooms will be constructed over the next two months. This project can be completed done during open hours.

B. Update on East Branch Facility Options No update. The Board will review the feasibility study once complete.

X. PRESIDENT'S REPORT No report. Wagner commented that he was not pleased with the disparaging remarks about the director made by Supervisor Zima. The Library Board supports the actions of the director. In support of moving forward on a new East Branch, Jeske asked, "What facilities get noticed - it's those that have been invested in. If there is a good case and valid case to invest money, it should be done. A modern facility also improves staff retention and is an attraction to public." Aubinger supports buying and does not favor rent. Vander Leest commented that other locations have needs and the board shouldn't put all its eggs in one basket - the needs of the other branches should be determined. Aubinger replied that approach works year by year but this is a long-term scenario and it is in the best interest of the library to own long-term. Issues with rented building (East) have been going on for 20 years. Simons also noted that we can't be short-sighted on need for size. It is important to build to the size we need for the future.

XI. LIBRARY DIRECTOR'S REPORT Simons followed up with the Boys & Girls Club on a co-lease option. While they have an interest, they are not in the position to move forward at this time. Aubinger asked if other non-profits have been approached. Vander Leest suggested that the GGBCF could send a letter. This could be pursued after a plan has been determined.

September was library card sign up month and at least 396 replacement cards were issued system-wide. The Weyers-Hilliard/Pulaski supervisor has resigned and has accepted the position as director of the Manitowoc Public Library. This opening now provides the opportunity to restructure. At Central, the Circulation and Books & More desks have been combined to one "Customer Service" service point. These departments will also be merged which result in freeing up staff.

Ed & Rec met and the library's budget was presented. Approved were \$12,332 for self-check replacements at the East and Ashwaubenon branches and one personnel request totaling \$22,057 to increase the hours of 37.5 hour Youth Services staff to 40 hours per week.

XII. OLD BUSINESS None.

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XIV. ADJOURNMENT

Motion by Jeske, seconded by Running, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:50 p.m.

NEXT REGULAR MEETING

Note date: December 8, 2016

Central Library | 5:15 p.m.

1a

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

Brown County Library Board Meeting, December 8, 2016 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

PRESENT: MIKE AUBINGER, CHAD BIANCHI, NATHAN JESKE, MARISSA MELI, BOB NIELSEN DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEESE and CHRISTOPHER WAGNER

EXCUSED:

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff)

I. CALL TO ORDER President Aubinger called the meeting to order at 5:15 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. Motion by Jeske, seconded by Running, to approve the agenda. Motion carried. Motion by Van Dyck, seconded by Jeske, to approve the October meeting minutes. Motion carried.

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. Payment was received from Outagamie County to settle the law suit and will be reflected in the November financials. It was noted that all other payments from Outagamie are current. Projections indicate that the library will meet turnover reduction; utilities are on target; and some funds will have to be carried over for projects in progress. Simons commented on a budget transfer being presented to Ed & Rec related to transferring monies unused from bonded money to the general fund. Motion by Bianchi, seconded by Jeske, to approve the October, 2016 financial report and October, 2016 Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
October 2016**

Gifts & Donations

10/05/16	Sheryl Silberman - In Memory of Enid Smeall	\$ 25.00	Children's Materials
10/05/16	Friends of Brown County Library	325.88	Programming & Supplies
10/19/16	The Sierra Club	50.00	Adult Programming
10/19/16	Friends of Brown County Library	2,329.34	Programming & Supplies
10/19/16	Demco	398.55	Children's Programming
10/19/16	Beverly Collins - In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
10/26/16	Cotter Funeral Home	200.00	Grief Support Program
	Ashwaubenon	39.61	Donation Box
	Bookmobile		Donation Box
	East	60.95	Donation Box
	Weyers/Hilliard	34.79	Donation Box
	Central Circulation	6.43	Donation Box
	Kress	31.99	Donation Box
	Pulaski	7.50	Donation Box
	Southwest	20.50	Donation Box
	Wrightstown	30.43	Donation Box
	Total Donations	\$ 3,585.97	

Federal & State Grants

10/31/2016	Nicolet Federated Library System	\$ 2,703.28	Collection Development
10/31/2016	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 4,786.61	

Motion carried.

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V. UPDATE ON LIBRARY EMPLOYEE BANKED SICK AND VACATION LEAVE The county has agreed to pay library for payouts going forward (about \$87,000 was transferred to the library and designated for these payouts). It is not likely they will reimburse retroactively (about \$72,000).

VI. APPROVE PAY FOR PERFORMANCE STRUCTURE Simons explained the process behind determining pay increases based on performance. The County Board approved a prorated \$400 increase in addition to a 1% across the board increase of current salary. Since the Library operates differently, it was determined to keep the \$400 proration and split the 1% and distribute in amounts based on the four levels of performance. Aside from the proration, two staff whose performance was rated as, "Needs Improvement," will not receive an increase; six rated as, "Developing," will receive a 0.5% increase; 75 rated as, "Meeting Excellence," will receive 1% increase and 10 rated as, "Distinguished," will receive a 2.25% increase. **Motion** by Wagner, seconded by Nielsen, to approve the pay for performance structure. **Motion carried.**

VII. APPROVE 2017 CLOSURES – HOLIDAYS AND STAFF DEVELOPMENT DAYS **Motion** by Vander Leest, seconded by Bianchi , to approve the 2017 Closures – Holidays and Staff Development Days follows:

2017

January 1, 2017 (Sun)	New Year's Day (Unpaid)
January 2, 2017 (Mon)	New Year's Day Observance (Paid holiday)
April 16, 2017 (Sun)	Easter (Unpaid)
May 29, 2017 (Mon)	Memorial Day (Paid holiday)
July 4, 2017 (Tues)	Independence Day (Paid holiday)
September 4, 2017 (Mon)	Labor Day (Paid holiday)
November 23, 2017 (Thu)	Thanksgiving Day (Paid holiday)
December 24, 2017 (Sun)	Christmas Eve
December 25, 2017 (Mon)	Christmas Day
December 26, 2017 (Tues)	Christmas Eve Observance (Paid holiday)

2018

January 1, 2018 (Mon)	New Year's Day
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Central Library Summer Hours 2017

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 28, 2017 and continue through Sunday, September 3, 2017.

Summer hours for Saturdays will begin on Saturday, June 3, 2017 and continue through Saturday, September 2, 2017.

Staff Development Full-Day Closures 2017

February: Date TBD

May: Date TBD

September: Date TBD

Motion carried.

VIII. DISCUSSION AND POSSIBLE ACTION ON INTERACTIVE CHILDREN'S SCULPTURE AT CENTRAL LIBRARY Simons explained that a local artist is interested in repurposing materials from lower level renovation into a sculpture surrounding the staircase and up through the staircase. It would be affixed but removable. Bianchi stated that any way we can make our libraries a destination, is something worth pursuing. **Motion** by Vander Leest, seconded by Bianchi, to approve continuance of project as a fund-raised project. **Motion carried.**

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IX. FACILITIES REPORT

A. Facilities Manager's Report - Central ADA bathroom project: 2nd floor is done and lower level will be ready by next Tuesday; 1st floor is demolished and roughed in, and 3rd only needs partitions and accessories. **Kress Study Rooms:** Progressing well. Wall system is scheduled for installation on 12/30. **Maintenance Department:** 2 recent simultaneous position vacancies have taken place and the staffing structure is being evaluated. As a TEST, Clean Power was hired on a month to month basis to clean Kress and another location may be added to see if there is a better model for the department. **Furniture:** East Branch is finished; 60% of furniture has been delivered to Ashwaubenon. Complete installation projected to be the week between Christmas and New Year's.

B. Update on East Branch Facility Feasibility Study Simons reported that HGA is scheduled to walk-throughs on December 21. The final report should be ready in two to three months following and will compare each option over a 20-year span. There are various ownership scenarios for each of the buildings, East Town Mall – rent; current location - rent and/or purchase; UW-Extension – own and renovate or own and demolish/rebuild. Vander Leest suggested touring properties ahead of time to evaluate individually. Running also suggested a preliminary report. Simons will inform Board of schedule and up to four board members are invited to attend. Nielsen asked about report deliverables; engineering; current state of building; service plan (what do we need to serve the community?) conceptualized drawing and floor plan, etc.; what expectations should we have? Demographic information from Master Plan will be used and facilities will be future-proofed to some extent. The study will also contain a Pros and Cons analysis as well as financial pluses and minuses. Wagner asked about a 4th option of building new. Aubinger suggested that a stand-alone that can be bonded for and built if it costs the same. Naming rights could be a contributing factor as well as programmatic goals. Van Dyck noted that a ballpark number on a new building based on sq. ft. could be determined. Something else to consider is the future of new Green Bay schools – are there any plans potentially within geography of where library is looking to leverage that opportunity. Wagner commented on the overcrowding in east side schools. Baird School, in particular, must be addressed. If a school partnership is of interest to the Board, a letter should be sent to the school district. This will be discussed further at the January board meeting. Van Dyck, speaking in terms of a new building, noted the importance of socio-economics in the area of its location. Utilizing existing facilities seems to be safer as building new may be a battle between Bellevue and East Green Bay. The Board needs to do what is best for the entire library system. Bianchi asked how the Board makes sure we have enough library space and service in 20 years. Needs will change and flexibility is key. This is where HGA's expertise will prevail as they have extensive experience making sites scalable for change.

X. PRESIDENT'S REPORT No report.

XI. LIBRARY DIRECTOR'S REPORT Awarded \$1500.00 from Omnova for Arduino kits for check out. It was just learned that Corporation Counsel, Kristin Hooker left the county. Simons was frustrated that there was no communication regarding this since Hooker was assigned to library business. A condo opportunity exists in Ashwaubenon near Holmgren Way and Morris Ave. There are talks of a mid-rise building that would include luxury apartments and a library.

XII. OLD BUSINESS None.

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW Van Dyck relayed a request from County Executive who is asking for the Central Library's operating costs – likely for the purposes of relocation. Other news from the County Executive was related to the 2018 budget. There is pressure from County Board on employee wages and increased recognition for employees. The money has to come from somewhere so Department Heads are to start thinking about a shift and the resources it would be taken from. The library still has to be a library – off-setting can only go so far.

XIV. ADJOURNMENT

Motion by Jeske, seconded by Van Dyck, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 7:00 p.m.

NEXT REGULAR MEETING

January 19, 2017
Central Library
5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

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NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

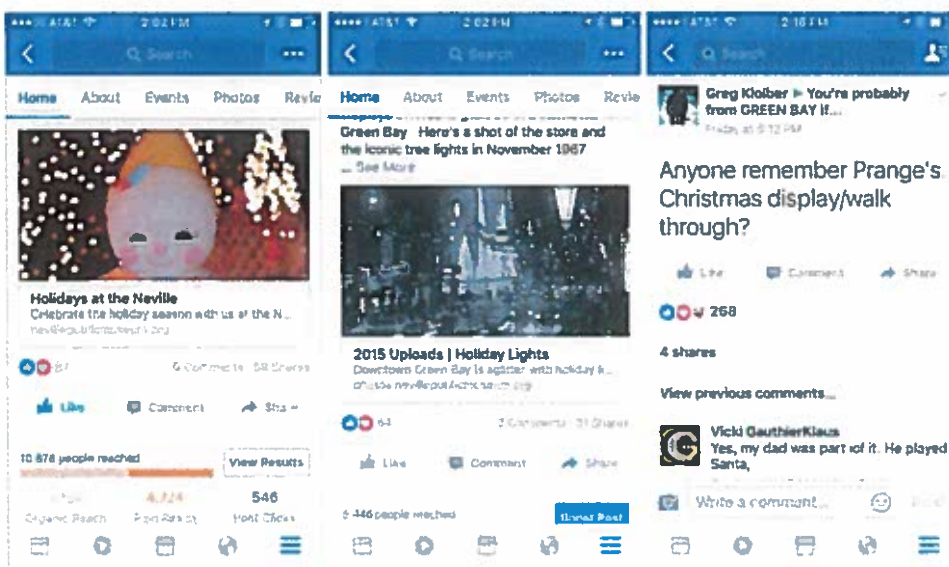
Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 12, 2016 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Sandy Juno, Erik Hoyer, and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:33PM.
2. **APPROVE/MODIFY AGNEDA**
Motion made by Erik Hoyer and seconded by Bernie Erickson to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke introduced Laura Pickart as the new Guest Services Coordinator. She also shared this past month staff opened two new exhibits, participated in community outreach at the Wisconsin Geography Conference; participated in Black Friday, Cyber Monday, and Giving Tuesday promotions, was a Small Business Saturday member. The team collaborated with Green Bay Public Schools Fine Arts Institute, Connect Inc. on an "Icicle Age" Christmas Tree and walked the Downtown Green Bay Inc. 2016 Holiday Parade promoting the museum.

Below she focused on a boosted holiday post with reach of over 10,000 and 546 post click to Neville website, non-boosted post with link to online photo sales with 31 shares, non-museum solicited post about H.C. Prange department stores with the Neville at the center of a positive discussion with over 270 likes and 55 comments.



The committee recommended continuing holding the meetings on the second Monday of each month at 4:30pm at the Neville in the 3rd floor Boardroom.

2017 meeting date are as follows:

Monday, January 9, 2017
Monday, February 13, 2017
Monday, March 13, 2017
Monday, April 10, 2017
Monday, May 8, 2017
Monday, June 12, 2017
Monday, July 10, 2017
Monday, August 14, 2017
Monday, September 11, 2017
Monday, October 9, 2017
Monday, November 13, 2017
Monday, December 11, 2017

Discussion ensued; staff was directed to review the daily utility usage, continue monitoring expenses and thanked for outreach efforts.

4. Museum Deputy Director Report. Deputy Director Cullen updated the Board about the museum's involvement in the Wisconsin 101 Our History In Objects. The Neville was approached about a year ago to submit information to this statewide, collaborative project exploring Wisconsin's diverse, interconnected histories through objects. The Neville Collections Committee determined to feature the Le Maire Sundial. The Le Maire Sundial is a rare example of a mid-18th century French sundial (cadran solaire) compass (boussole). It was found near Green Bay in 1902 by a local antiquities collector, Frank Duchateau.

The sundial is broken, missing its glass compass cover as well as the back of its gnomon holder. Located on the front surface, beneath a bird-shaped gnomon (the part of the sundial that casts a shadow), is a hand engraved maker's name indicating that the sundial was made in Paris, France: P're Le Maire à Paris. Sundials of this type were distributed to French officers of New France in the 1750s.

The compass's reverse (pictured above with a grey background, above) lists the names and latitudes of fifteen French forts, trading posts, and American Indian settlements between Nova Scotia and lower Lake Michigan. The most notable of these places to Wisconsin history is La baye 44.15, known today as Green Bay. It is likely that this navigational instrument was owned by a French officer stationed at La Baye (Green Bay) during the latter half of the 1750s.



Deputy Director Cullen also informed the Governing Board about upcoming temporary exhibits and point of staff contact. For more information, please visit <http://www.nevillepublicmuseum.org/upcoming-exhibits>

Green Bay Art Colony Inspirations from the Neville: The 2017 exhibition of the Green Bay Art Colony will draw inspiration from the museum's artifacts and exhibition displays.

Alice in Dairyland: Wisconsin's Agricultural Ambassador: Alice in Dairyland explores the iconic role Alice has played in Wisconsin Agriculture over the past 70 years. No longer a pageant queen, Alice is now the reflection of a booming industry that provides over \$88 billion to our state's economy. Discover how Alice, her selection, her duties and the agriculture industry have changed since the first Alice was crowned in 1948.

Estamos Aquí ("We are Here") features the artifacts and personal stories of many Latino families in Northeastern Wisconsin. The bilingual exhibit celebrates the diverse cultures and traditions that have endured emigration from across Latin America. This collaborative exhibit was developed with museum staff and the Hispanic Community Resource Center (Casa Alba).

5. Such other matters as authorized by law:
Next meeting of the Neville Public Museum Governing Board will be Monday, January 9, 2017 at 4:30pm.
6. Adjournment. Chairman Kuehn called the meeting to an end at 5:07 PM.
Motion made by Sandy Juno and seconded by Bernie Erickson to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



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PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, January 9, 2017 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Bernie Erickson, Erik Hoyer, Tom Sieber and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke

CALL MEETING TO ORDER

1. Vice Chairman Erickson called the meeting to order at 4:35PM.
2. **APPROVE/MODIFY AGNEDA**
Motion made by Erik Hoyer and seconded by Kramer Rock to approve the agenda.
Vote taken. MOTION APPROVED UNANIMOUSLY.
3. **Museum Director Report.** Museum Director Lemke updated the Board on the 2016 budget reflecting less revenue than projected and higher unpredicted benefits costs. The manner in which Brown County determines benefits for budget purposes is a blended approach. The museum is such a small department that any change in staffing or status of coverage has an unpredicted result. In addition to changes in coverage, the museum had significant casual payout thus the department will have a short fall despite savings in operational expenses. Museum Director Lemke shared that the 2017 anticipated revenue budgeted was more in alignment with the new three-year average and that she would be sharing this with staff so that the entire team understands the importance of all revenue lines and is working toward strategy to meet and exceed the budget.

Regarding the Visitor Experience and Architectural Exhibition Master Plan Museum Director Lemke shared with the board staff comments on the vendor work to date and plan the vendor had to address the comments to correct the design before any approval would be given. Both parties are committed to the creation of the best product possible and communicating daily on the project status with a revised project end date of the end of February 2017.

Museum Director Lemke shared a new program opportunity that the museum would be hosting called STEAM Engine with local artist Kent Hutchison. When final details are made, Museum Director Lemke will share with the Board to share with their personal network.

Discussion ensued; staff was asked about breaking out attendance by different methods, the possibility of streaming lecture programs and what opportunities may be available for advertising the museum at the airport. Museum Director Lemke shared that she would provide greater deal in building attendance by grouping or category at the February meeting.

4. **Museum Deputy Director Report.** Deputy Director Cullen shared logistics on the closing of *Through the Needle's Eye - 20th National Embroiderers' Guild Exhibit*, *EQUATE: Green Bay Public Schools Celebrating the Arts*, upcoming closing of *Holiday Memories of Downtown Green Bay*, and the instillation of *Green Bay Art Colony Inspirations from the Neville* and *Alice in Dairyland: Wisconsin's Agricultural Ambassador*. He also shared the collaborative process of gathering video interviews that are being used for the interpretive plan for *Estamos Aquí ("We are Here")* opening in May 2017.

Museum Director Lemke provided an update regarding the *Our Brown County* interpretive plan to engage Brown County Departments and numerous other local and cultural organizations as part of the planning process.

Museum Director Lemke shared upcoming reception dates and asked the Board to attend if possible.

Thursday, January 19, 2017 Member Reception
Green Bay Art Colony Inspirations from the Neville

Saturday, January 28, 2017 public opening of
Alice in Dairyland: Wisconsin's Agricultural Ambassador

Thursday, May 4, 2017 Member Reception
Estamos Aquí: Celebrating Latino Identity in Northeast Wisconsin

Thursday, July 27, 2017 Member Reception
Neon: Darkness Electrified

Thursday, September 14, 2017 Member Reception
Permian Monsters: Life before the Dinosaurs

Discussion ensued; Vice Chairman Bernie Erickson recommended sharing press materials with Land Conservation Department, The Extension, the Wisconsin Counties Association and the smaller area newspapers for added promotion of *Alice in Dairyland*, no action taken.

5. Such other matters as authorized by law:
Next meeting of the Neville Public Museum Governing Board will be Monday, February 13, 2017 at 4:30pm
2017 meeting date are as follows:
Monday, March 13, 2017
Monday, April 10, 2017
Monday, May 8, 2017
Monday, June 12, 2017
Monday, July 10, 2017
Monday, August 14, 2017
Monday, September 11, 2017
Monday, October 9, 2017
Monday, November 13, 2017
Monday, December 11, 2017
6. Adjournment. Vice Chairman Erickson called the meeting to an end at 5:15 PM.

Museum
Budget Status Report (Unaudited)
January 2017Ed & Rec

	Adopted Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 870,928	\$ 798,351	91.7%	
Intergov Revenue	\$ -	\$ -	#DIV/0!	
Public Charges	\$ 171,850	\$ 110,992	64.6%	
Miscellaneous/ Donation Revenue	\$ 186,875	\$ 135,676	72.6%	
Other Financing Sources	\$ 50,000	\$ 12,525	25.1%	
Personnel Costs	\$ 580,513	\$ 520,873	89.7%	
Operating Expenses	\$ 699,140	\$ 548,898	78.5%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

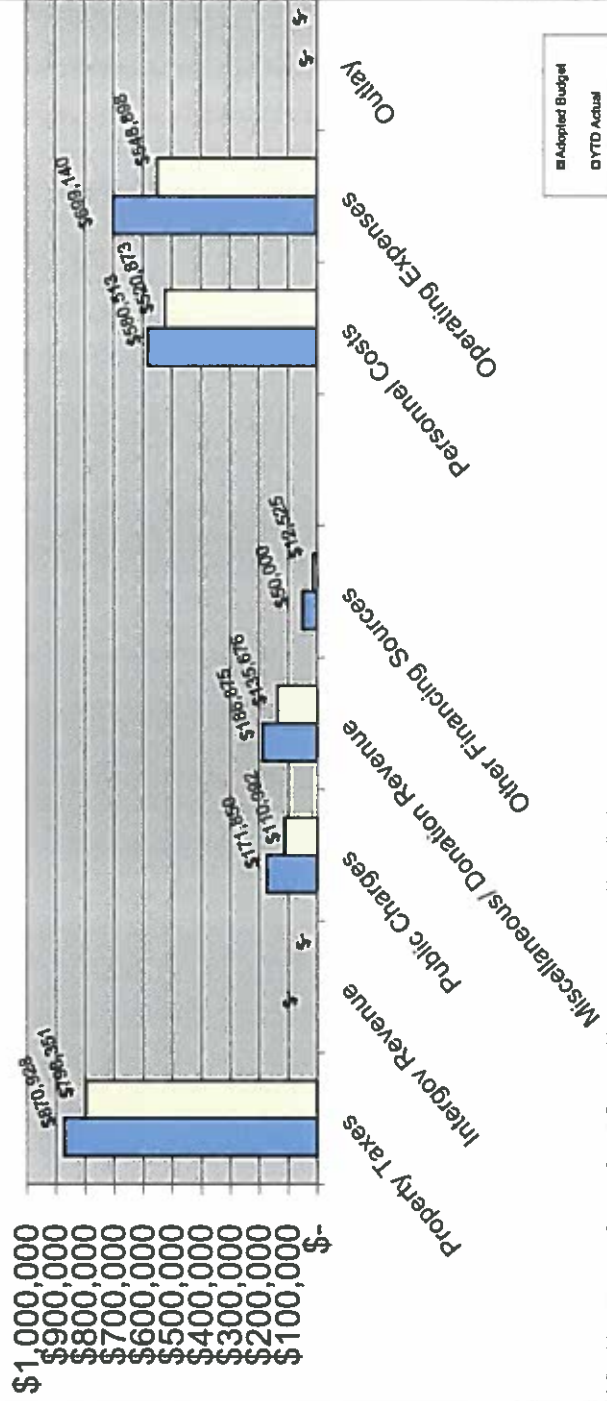
Public Charges: include gate, photo sales, vending and room rental.
 Other Financing: intrafund transfer for Master Planning. \$50,000 carry over to FY16
 Miscellaneous Revenue: includes NPMF funds for exhibits and programs.
 NPMF uses Intra-county expense Copy Center charge back amounts are deposited in Miscellaneous Revenue line

Intergov Revenue: None in 2016
 Operating Expenses has a YTD encumbrance amount of \$1,017.00 for Advertising.
 \$11484.96 for security, Other Financing Sources \$31,350.00 for RFP Visitor Experience Plan

Notes: Change in benefits status for an employee created an unrecognized deficit in FY 16 that will also impact FY 17.

Mezzanine Wall removal posted in May with expense \$5880

Museum - November 30, 2016



NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY



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NEVILLEPUBLICMUSEUM.ORG



Neville Public Museum Director's Report

Education & Recreation Committee Brown County Board of Supervisors

Thursday, January 26, 2017

Operations:

Since our last meeting we have opened two new exhibits, launched a new Instagram winter photo contest, participated in community outreach at the Downtown Green Bay Inc. New Leaf Winter Farmers Market; participated On Broadway Inc. Gingerbread House promotion, celebrated the 2nd Annual Night at the Museum Social Event, and collaborated with WFRV promoting the museum via a special behind the scenes holiday segment featuring Curator Lisa Kain and the installation of Holiday Memories 2016.



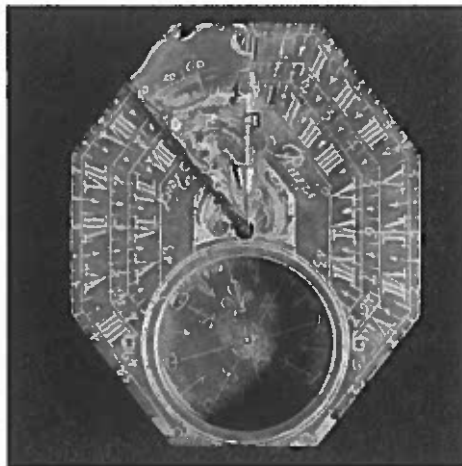
Focus On Collections:

Wisconsin 101: Our History in Objects is a collaborative public history project that includes both an interactive online exhibit and programming on Wisconsin Public Radio (WPR). Students, amateur historians, and other Wisconsin residents nominate objects of interest or importance to their communities, then research, write, and illustrate histories of those objects for publication on this website and segments of WPR's Wisconsin Life.

The Neville was approached about a year ago to submit information to this statewide, collaborative project exploring Wisconsin's diverse, interconnected histories through objects. The Neville Collections Committee determined to feature the Le Maire Sundial. The Le Maire Sundial is a rare example of a mid-18th century French sundial (cadran solaire) compass (boussole). It was found near Green Bay in 1902 by a local antiquities collector, Frank Duchateau.

The sundial is broken, missing its glass compass cover as well as the back of its gnomon holder. Located on the front surface, beneath a bird-shaped gnomon (the part of the sundial that casts a shadow), is a hand engraved maker's name indicating that the sundial was made in Paris, France: P're Le Maire à Paris. Sundials of this type were distributed to French officers of New France in the 1750s.

The compass's reverse lists the names and latitudes of fifteen French forts, trading posts, and American Indian settlements between Nova Scotia and lower Lake Michigan. The most notable of these places to Wisconsin history is La baye 44.15, known today as Green Bay. It is likely that this navigational instrument was owned by a French officer stationed at La Baye (Green Bay) during the latter half of the 1750s.

**Digital Learning Initiative: Ashwaubenon School District Hangout Schedule 2017**

Jan 27: Winter

Feb 16: Presidential artifacts

March 16: Women's history

April 21: Fur Trade

May 19: Estamos Aqui

The Neville Public Museum Governing Board met on Monday, December 12, 2016 and Monday, January 9, 2017 at 4:30pm. On Monday, January 9, 2017 Museum Director Lemke updated the Board on the 2016 budget reflecting less revenue than projected and higher unpredicted benefits costs. The manner in which Brown County determines benefits for budget purposes is a blended approach. The museum is such a small department that any change in staffing or status of coverage has an unpredicted result. In addition to changes in coverage, the museum had significant casual payout thus

the department will have a short fall despite savings in operational expenses. Museum Director Lemke shared that the 2017 anticipated revenue budgeted was more in alignment with the new three-year average and that she would be sharing this with staff so that the entire team understands the importance of all revenue lines and is working toward strategy to meet and exceed the budget.

Regarding the Visitor Experience and Architectural Exhibition Master Plan Museum Director Lemke shared with the board staff comments on the vendor work to date and plan the vendor had to address the comments to correct the design before any approval would be given. Both parties are committed to the creation of the best product possible and communicating daily on the project status with a revised project end date of the end of February 2017.

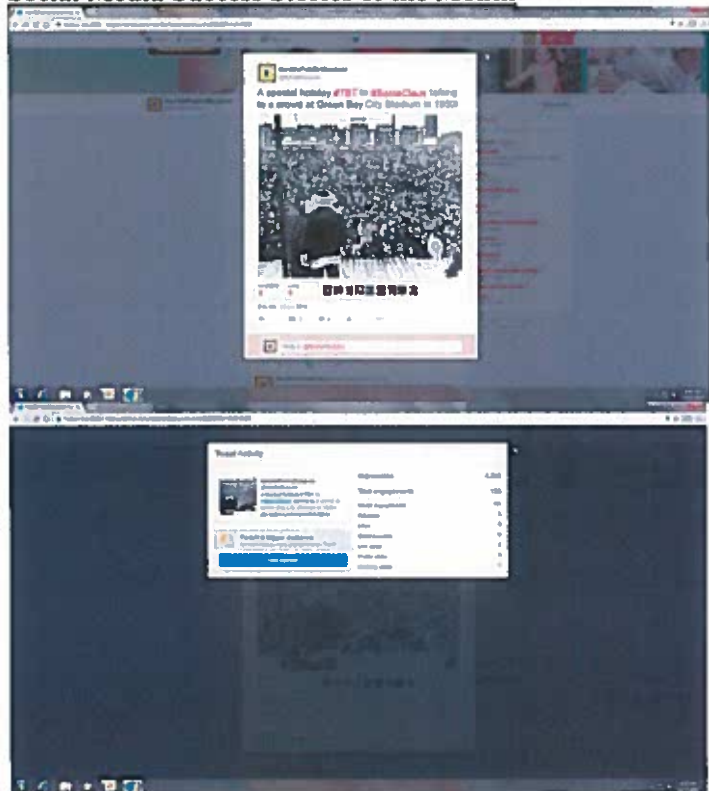
Museum Strategic Planning

The Leadership Team continues work on the following opportunities as part of the Neville's Strategic Planning

- Advocate for the Neville based on the strategic purpose. Seize every chance to amplify on the core message of "Bridging Communities. Connecting Generations."
- Re-orient marketing and promotions efforts around the strategic purpose of "Bridging Communities. Connecting Generations."
- Work alongside Brown County Purchasing in requesting services from a team of consultants to conduct a Visitor Experience and Architectural Exhibition Master Plan for the Neville Public Museum.
 - This scope of services will be used to determine future exhibit design, fundraising opportunities and an overall exhibition development plan.

The Neville Public Museum Foundation The Neville Public Museum Foundation Board met Tuesday, December 20th. Foundation Director Huntowski reported that she made year-end goals for fundraising and membership. The number of members increased to 814 for the year an increase over 792 in 2015. Huntowski also gave an update on the December Social Event *A Night at the Museum*, it was a huge success. Museum Director Lemke gave an update on the County budget, attendance, outreach and an update on Triad.

Social Media Success Stories of the Month



Top: Holiday Tweet including City Stadium and Santa Below: 4,365 impressions with 138 engagements of which

111 were media



Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

2016

Visits 12,302 Page Views 190,446

July 2015-December 2015

Visits 8,438 Page Views 132,425

Neville Public Museum Website

2016 total visits = 207,917

2015 total visits = 204,431

2014 total visits = 131,438 (*62% increase over 2013)



Neville Public Museum Facebook

FY 2016 *social media boost funding is being utilized and decided upon in house vs. by a firm

Total Page Likes	4,798
People Engaged	34,517
Total reach	582,321

FY 2015

Total Page Likes	4,100
People Engaged	36,981
Total reach	833,877

FY 2014

Total Page Likes	2,718
People Engaged	24,712
Total reach	1,127,429

*Per the JEM grant social media funding was \$10,000 in FY 14 with spend emphasis on the Temporary Green Bay Packers Hall of Fame exhibit.

3



Neville Public Museum Instagram

2016

800 followers

2,927 post likes

February 2015 – December 2015

492 followers

1,969 post likes

Current Temporary Exhibits



Life and Death at Fort Howard

America's victory during the War of 1812 ushered in a new era of defense, democracy and development in the Upper Great Lakes. In recognition of the 200th anniversary of the founding of Fort Howard in 1816, this exhibit focuses on the personal stories of life and death at this Fort in Green Bay. Through the display of authentic artifacts, rare maps and hands-on interactives, visitors to the exhibit will be given an inside look at the personalities of those who helped lay the foundations modern Green Bay. (April 16, 2016 – April 9, 2017)



Green Bay Art Colony Inspirations from the Neville

In 1915, nine women began working together in a group known as the Green Bay Art Club (it turned into the Green Bay Art Colony in 1928). During the same year, the group organized its first exhibition in the basement of the former Green Bay Public Library. This year's exhibition pays tribute to the vast Neville Public Museum collection from which the artists garnered inspiration. Artists chose artifacts and photos from the Neville's collection to inspire their pieces. Pieces chosen as inspiration will be on display with the artwork. Today, the Green Bay Art Colony is an active organization of artists from the area. It includes many professional artists with significant reputations as well as talented emerging artists. (January 21, 2017 - April 2, 2017)



Alice in Dairyland: Wisconsin's Agricultural Ambassador

Alice in Dairyland explores the iconic role Alice has played in Wisconsin Agriculture over the past 70 years. No longer a pageant queen, Alice is now the reflection of a booming industry that provides over \$88 billion to our state's economy. Discover how Alice, her selection, her duties and the agriculture industry have changed since the first Alice was crowned in 1948. (January 28, 2017-July 9, 2017)



72nd Art Annual

The 72nd *Art Annual* exhibit is an all media, juried exhibition of current artworks produced by artists living in the counties of Northeastern Wisconsin and Michigan's Upper Peninsula. (April 8 - June 4, 2017)



Estamos Aquí: Celebrating Latino Identity in NE Wisconsin

Estamos Aquí ("We are Here") features the artifacts and personal stories of many Latino families in Northeastern Wisconsin. The bilingual exhibit celebrates the diverse cultures and traditions that have endured emigration from across Latin America. This collaborative exhibit was developed with museum staff and the Hispanic Community Resource Center (Casa Alba). (May 6, 2017 - April 2018)

The Initiated Eye: Secrets, Symbols, Freemasonry and the Architecture of Washington, DC

This exhibit explores the Masonic ideals and designs implicit in the fabric of our nation's capital. From the republican ideals made manifest in stone, to the carefully defined vistas linking famous heroes who were also Freemasons, *The Initiated Eye* offers an intriguing architectural and historical perspective by combining artist Peter Waddell's paintings with seldom seen Masonic artifacts. (June 10 – September 3, 2017)

Upcoming Events

January 2017

Tuesday, 1/3/17 Neville Cellar Series – Leatherhead Brewery, All Star Lager 6:00 – 8:00 p.m.

Wednesday, 1/4/17 Explorer Wednesday - 5:00 - 7:00 p.m.

Saturday, 1/7/17 Winter Warm-Up Music at the Museum 12:00 - 3:00 p.m.

Saturday, 1/7/16 Bruce the Spruce noon – 2:00 p.m.

Saturday, 1/14/16 Bruce the Spruce noon – 2:00 p.m.

Thursday, 1/19/17 Exhibit Opening Reception – *Green Bay Art Colony* 6:00-8:00 p.m.

Saturday, 1/21/17 Exhibit Opening – *Green Bay Art Colony Inspirations from the Neville* 9:00 a.m. – 5:00 p.m.

Saturday, 1/21/17 Winter Warm-Up Music at the Museum – East High School Chamber Orchestra 12:00 - 3:00 p.m.

Tuesday, 1/24/17 Neville Cellar Series – bottling 6:00 – 7:00 p.m.

Saturday, 1/28/17 Exhibit Opening – *Alice in Dairyland: Wisconsin's Agricultural Ambassador* 9:00 a.m. – 5:00 p.m.

Saturday, 1/28/17 AgStravaganza! 10:00 a.m. – 2:00 p.m.

February 2017

Wednesday, 2/1/17 Explorer Wednesday - 5:00 - 7:00 p.m.

Saturday, 2/11/17 Winter Warm-Up Music at the Museum - 12:00 - 3:00 p.m.

Thursday, 2/23/17 Dinner Program – Pistols and Petticoats 5:00 – 7:00 p.m. *register online at NevillePublicMuseum.org
 Friday, 2/24/17 School Day Off - Hop to It 9:00 a.m. – Noon *register online at NevillePublicMuseum.org
 Saturday, 2/25/17 Winter Warm-Up Music at the Museum - Noon - 3:00 p.m.

March 2017

Wednesday, 3/1/17 Explorer Wednesday - 5:00 - 7:00 p.m.
 Friday, 3/10/17 School Day Off - Music to My Ears 9:00 a.m. – Noon *register online at NevillePublicMuseum.org
 Saturday, 3/11/17 Winter Warm-Up Music at the Museum - Noon - 3:00 p.m.
 Tuesday, 3/14/17 Hardcore History - Alice in Dairyland 6:00 - 7:00 p.m.
 Tuesday, 3/14/17 Museum/Antiquarian Event 5:30-9:30 p.m.
 Wednesday 3/16/17 Dinner Program – The Life of St. Patrick 5:00 – 7:00 p.m. *register online at NevillePublicMuseum.org
 Saturday, 3/25/17 Winter Warm-Up Music at the Museum - Noon - 3:00 p.m.

Neville Public Museum Attendance and Revenue Comparison

	2014		2015		2016		Atten
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	
January	1,825	\$4,601.00	3,847	\$ 8,068.50	2,358	\$ 6,866.50	
February	2,545	\$4,401.00	4,597	\$ 8,394.00	2,642	\$ 6,138.00	
March	3,280	\$7,959.50	3,375	\$ 6,749.00	3,828	\$ 9,645.50	
April	3,705	\$6,518.00	2,981	\$ 4,080.00	4,757	\$ 7,675.00	
May	3,517	\$6,212.00	3,275	\$ 4,777.50	3,963	\$ 5,623.00	
June	3,358	\$7,890.50	3,212	\$ 6,432.75	3,795	\$ 9,047.50	
July	3,623	\$11,645.50	2,913	\$ 6,682.00	4,092	\$ 13,177.50	
August	4,222	\$11,946.00	3,388	\$ 8,064.00	4,802	\$ 16,136.50	
September	2,881	\$6,359.50	2,251	\$ 3,778.00	2,986	\$ 5,410.00	
October	4,059	\$9,668.50	3,668	\$ 5,426.00	3,848	\$ 6,561.50	
November	5,576	\$14,606.00	4,031	\$ 7,390.00	3,928	\$ 5,970.50	
December	7,864	\$22,542.50	4,980	\$ 9,126.50	6,146	\$ 14,184.50	
TOTALS	46,455	\$114,350.00	42,518	\$78,968	47,145	\$106,436	

Neville Public Museum Attendance and Revenue December 2016

Date	Day	Admission	Guided Tours	Distance Learning	Self-Guided Tours	Facility Rental/Meeting Attendees	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue	Waived fees for Brown County Department Meeting Room	OUTREACH
1	Thursday	53						53	\$185.00			
2	Friday	65						65	\$234.00			
3	Saturday	358				27	9	394	\$1,352.50	\$125.00		
4	Sunday	75						75	\$365.00			
5	Monday					15		15				
6	Tuesday	45				94		139	\$135.00	\$82.50		
7	Wednesday	60				64	81	141	\$211.00	\$82.50		
8	Thursday	60			9	77	117	263	\$211.00	\$82.50		
9	Friday	88						88	\$328.50			
10	Saturday	427				59		486	\$1,800.00	\$110.00		300
11	Sunday	30						30	\$131.00			
12	Monday					8		8				
13	Tuesday	44					128	172	\$210.00			
14	Wednesday	64				9		73	\$261.50			100
15	Thursday	37						37	\$152.50			
16	Friday	27			21			48	\$128.00			
17	Saturday	110				11		121	\$612.00			
18	Sunday	49						49	\$153.50			
19	Monday							0				
20	Tuesday	73						73	\$246.00			
21	Wednesday	561				57	31	649	\$355.50	\$175.00		
22	Thursday	99						99	\$359.50			100
23	Friday	197						197	\$825.50			
24	Saturday							0				
25	Sunday							0				
26	Monday							0				
27	Tuesday	323						323	\$1,402.50			
28	Wednesday	338						338	\$1,269.50			
29	Thursday	346						346	\$1,357.50			
30	Friday	331						331	\$1,078.00			
31	Saturday	195					677	872	\$661.00			
TOTAL		4,675	0	0	30	412	3,023	6,146	\$14,384.50	\$650.00		500

November Total Attendance	3,928	December Total Attendance	6,146
November Outreach	3,910	December Outreach	500
November Grand Total Served	7,838	December Grand Total Served	6,646



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**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: Communication for Ed + Rec

Agenda No. : _____

Motion from the Floor

I make the following motion: Discuss ~~the~~ seasonally
allowing leashed dogs to enter more county
parks with necessary changes to policies or
ordinances to allow leashed pets

Signed: _____

District No.: _____

ERIK Hoyer
District 4

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

4

Brown County
Golf Course
Budget Status Report

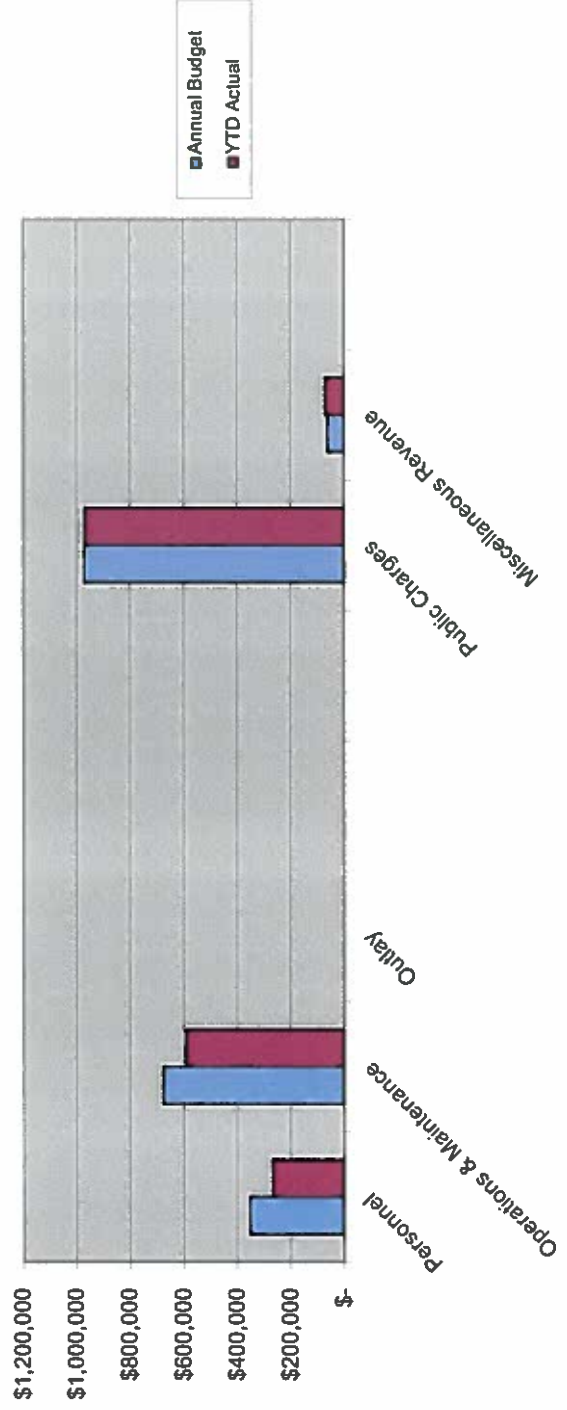
11/30/2016

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 349,471	\$ 266,116	76%
Operations & Maintenance	\$ 675,068	\$ 589,226	87%
Outlay	\$ -	\$ -	0%
Public Charges	\$ 971,100	\$ 968,179	100%
Miscellaneous Revenue	\$ 58,500	\$ 68,268	117%
Public Charges consists of the following			
Green Fees	\$ 670,000.00	\$ 650,339.00	97%
Cart Fees	\$ 210,000.00	\$ 232,815.00	111%
Concessions	\$ 90,000.00	\$ 83,941.00	93%

HIGHLIGHTS:

The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.

Golf Course Budget Analysis November 30, 2016



Golf Course Superintendent's Report

January 26th, 2017

During the months of December and January here are a few highlights of things that were done:

1. Golf Course Update
 - a. With the crazy weather we have been having since Christmas we are seeing about a half an inch of ice on all greens, as I write this.
 - b. We have had at least one rainfall event a week for the last four weeks.
 - c. At the present time we will wait and see what happens.
 - d. The new grass on our greens gives us an advantage over the old grass
 - e. Bentgrass can survive under ice longer than POA Annual
 - f. We will take samples every two weeks to see how they are doing starting January 30, 2017
 - g. I will update you at the next meeting.
2. Golf Course Maintenance
 - a. Tree trimming was done along the fairway edge of #6
 - b. Tree trimming was done on #12 to open up the fairway a little more from the forward tee.
 - c. All mowers have been brought in and cleaned.
 - d.
3. Upcoming Projects and Maintenance
 - a. Tree trimming and removal will occur during the winter months
 - b. All winter maintenance will be start on equipment
4. Golf Course Mechanic Update
 - a. A mechanic has been hired
 - b. He starts on January 23rd, 2017
5. Tee project for 2017
 - a. As of January 17, 2017 we have signed a contract with Lohmann Golf Design to help with the project
 - b. Same Design group that did the Greens Project in 2013

Brown County
Library
Budget Status Report
10/31/2016

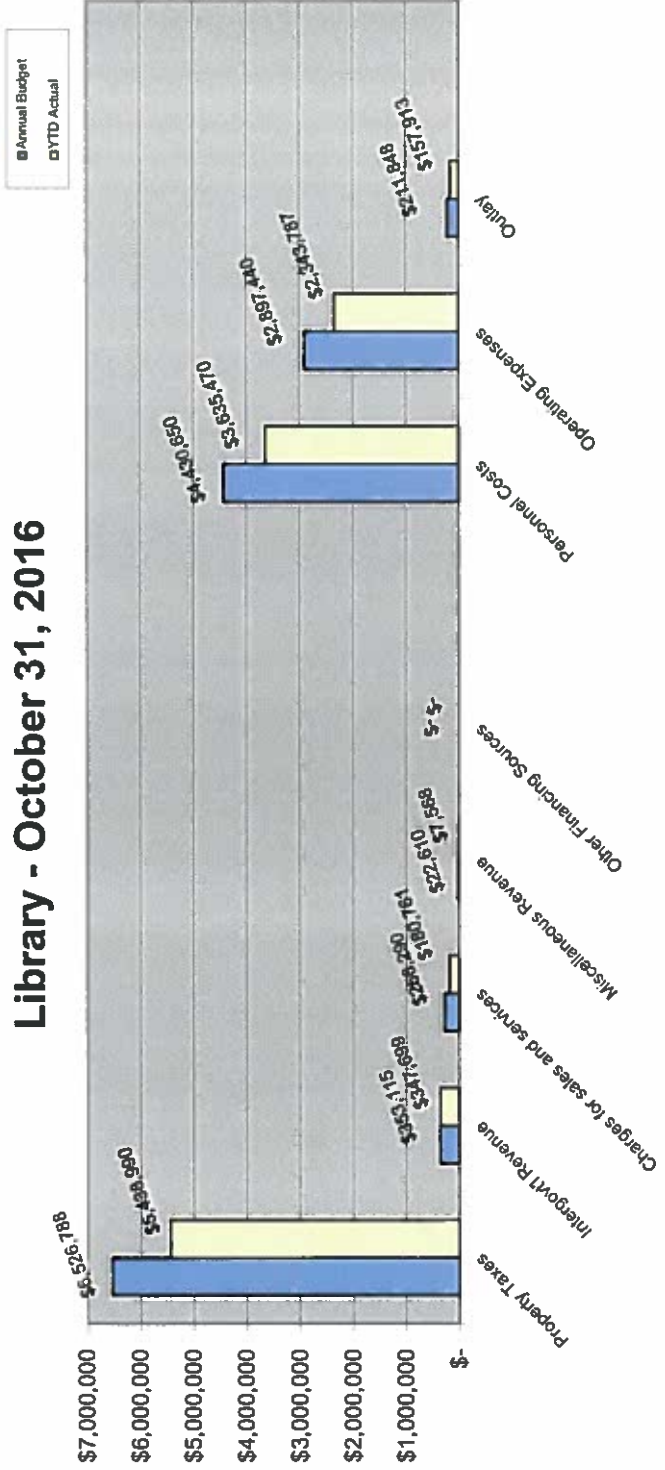
	Annual	YTD
	Budget	Actual
Property Taxes	\$ 6,526,788	\$ 5,438,990
Intergov't Revenue	\$ 353,115	\$ 347,699
Charges for sales and services	\$ 266,290	\$ 180,761
Miscellaneous Revenue	\$ 22,610	\$ 7,568
Other Financing Sources	\$ -	\$ -
Personnel Costs	\$ 4,430,650	\$ 3,635,470
Operating Expenses	\$ 2,897,440	\$ 2,343,787
Outlay	\$ 211,848	\$ 157,913

HIGHLIGHTS:

Revenues: Fines and fees revenue is under budget.

Expenses: A transfer in was completed at 2015 year-end for furniture replacement in the amount of \$300,983. The furniture replacement will be completed this year for Wrightstown, East and Ashwaubenon branches.

Library - October 31, 2016



Brown County
Library
Budget Status Report
11/30/2016

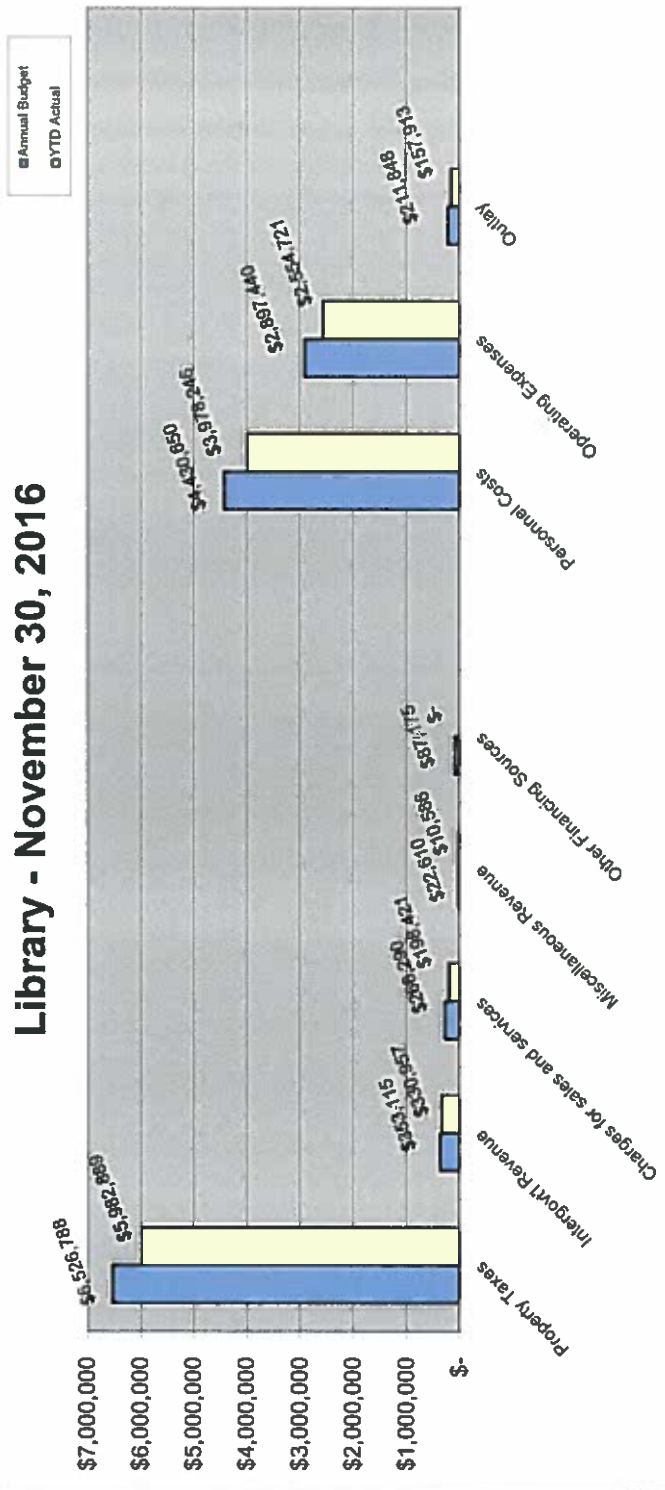
	Annual Budget	YTD Actual
Property Taxes	\$ 6,526,788	\$ 5,982,889
Intergov't Revenue	\$ 353,115	\$ 330,957
Charges for sales and services	\$ 266,290	\$ 198,421
Miscellaneous Revenue	\$ 22,610	\$ 10,586
Other Financing Sources	\$ 87,175	\$ -
Personnel Costs	\$ 4,430,650	\$ 3,978,246
Operating Expenses	\$ 2,897,440	\$ 2,554,721
Outlay	\$ 211,848	\$ 157,913

HIGHLIGHTS:

Revenues: Fines and fees revenue is under budget. Intergovernmental revenue is less than budget due to the settlement agreement with Outagamie County regarding charges for out of county resident's use of Brown County Library.

Expenses: A transfer in was completed at 2015 year-end for furniture replacement in the amount of \$300,983. The furniture replacement will be completed this year for Wrightstown, East and Ashwaubenon branches.

Library - November 30, 2016



Brown County Parks

Budget Status Report

11/30/2016 - UNAUDITED

Expenses

	Amended Budget	YTD Actual	Percent of Budget
Personnel Costs	\$ 1,071,312	942,797	88%
Operating Expenses	\$ 690,119	521,110	76%
Utilities	\$ 142,390	82,833	58%
Outlay	\$ 703,686	155,497	22%

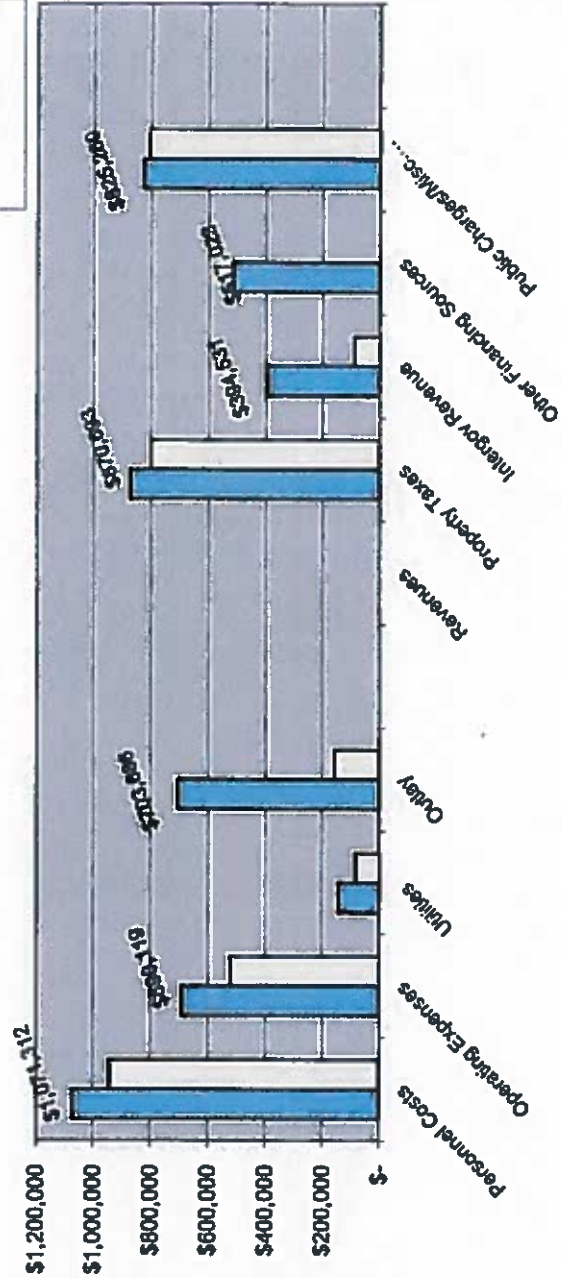
Revenues

	Amended Budget	YTD Actual	Percent of Budget
Property Taxes	\$ 870,893	798,135	92%
Intergov Revenue	\$ 394,531	88,640	22%
Other Financing Sources	\$ 517,023	0	0%
Public Charges/Misc. Revenue	\$ 825,260	805,468	98%

*Outlay expenses are connected with grants and other financing sources (revenue). (i.e. Bay Shore electrical upgrades, Fonerek gate, completion of ski trail lighting and Barkhausen habitat grant.)

General Fund - Parks November 2016

8/Amended Budget 8/1/16 Actual



Adventure Park Admissions-Per Caps

Attendance 2016

MONTH	16 Zoo Att.	16 AP Att.	15 Zoo Att.	15 AP Att.
January		Closed		Closed
February		Closed		Closed
March	8,728	65(.7%)	8,343	Closed
April	16,807	472(2.8%)	19,957	772
May	36,057	1413(3.9%)	32,864	1,603
June	36,346	2768(7.6%)	40,508	2,768
July	36,937	3181(8.6)	39,492	3,697
August	33,756	3763(11.14%)	44,059	4,236
September	15,804	1220(7.7%)	15,294	1,827
October	15,536	1130(7.2%)	24,204	798
November	12022(7150 zoo)	51(.4%)	3,226	16
December	1225	56(4.5%)	1,700	22
TOTAL	201,196	-	229,647	

	2016	2016	2015	2015
	\$Admission\$	PER CAP	\$Admission\$	PER CAP
MONTH				
January	Closed	Closed	Closed	Closed
February	Closed	Closed	Closed	Closed
March	\$731.00	\$11.25	Closed	Closed
April	\$6,327.00	\$13.90	\$10,637.00	\$14.70
May	\$23,579.80	\$16.68	\$23,273.00	\$14.54
June	\$36,959.00	\$13.35	\$40,630.00	\$14.67
July	\$43,792.00	\$13.76	\$53,532.00	\$14.48
August	\$57,495.00	\$15.28	\$63,005.00	\$14.87
September	\$21,160.00	\$17.35	\$21,313.00	\$11.66
October	\$14,840.00	\$13.13	\$11,177.00	\$14.00
November	\$846.00	\$16.50	\$370.00	\$23.12
December	\$662.00	\$11.82	\$274.00	\$12.45
TOTAL	206,391.80		\$224,211.00	



Parks- Unaudited Budget Status Report

Through 11/30/16
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
<i>Property taxes</i>										
4100	General property taxes	870,693.00	.00	870,693.00	72,557.75	.00	798,135.25	72,557.75	92%	895,700.00
	Property taxes Totals	\$870,693.00	\$0.00	\$870,693.00	\$72,557.75	\$0.00	\$798,135.25	\$72,557.75	92%	\$895,700.00
<i>Intergov Revenue</i>										
4301	Federal grant revenue	305,890.00	.00	305,890.00	.00	.00	.00	305,890.00	0	4,600.00
4301.100	Federal grant revenue Stimulus	.00	.00	.00	.00	.00	.00	.00	+++	.00
4302	State grant and aid revenue	47,975.00	40,666.00	88,641.00	.00	.00	88,640.30	.70	100	129,226.84
	Intergov Revenue Totals	\$353,865.00	\$40,666.00	\$394,531.00	\$0.00	\$0.00	\$88,640.30	\$305,890.70	22%	\$133,826.84
<i>Public Charges</i>										
4600	Charges and fees	1,000.00	.00	1,000.00	.00	.00	613.13	386.87	61	.00
4600.760	Charges and fees Rifle range	14,500.00	.00	14,500.00	9,613.34	.00	13,568.34	931.66	94	17,139.44
4600.761	Charges and fees Outdoor ed class	27,500.00	.00	27,500.00	4,192.00	.00	22,745.80	4,754.20	83	26,763.84
4600.762	Charges and fees Camping	187,000.00	.00	187,000.00	15,090.49	.00	212,837.23	(25,837.23)	114	196,112.14
4600.763	Charges and fees Event parking	17,000.00	.00	17,000.00	.00	.00	15,495.04	1,504.96	91	17,539.36
4601.004	Sales Vending machine	21,421.00	.00	21,421.00	1,392.13	.00	15,094.98	6,326.02	70	17,365.34
4601.006	Sales Concessions	400.00	.00	400.00	.00	.00	261.92	138.08	65	72.04
4601.770	Sales Passes	22,300.00	.00	22,300.00	3,113.86	.00	32,333.36	(10,033.36)	145	24,684.36
4601.787	Sales Catering Commissions	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	.00
4603.010	Rent Buildings	281,500.00	.00	281,500.00	314.28	.00	284,004.76	(2,504.76)	101	274,257.14
4603.030	Rent Housing	6,000.00	.00	6,000.00	676.92	.00	5,223.04	776.96	87	4,574.88
4603.712	Rent Shelter	150,500.00	.00	150,500.00	8,232.74	.00	190,862.00	(40,362.00)	127	175,142.24
	Public Charges Totals	\$742,121.00	\$0.00	\$742,121.00	\$42,625.76	\$0.00	\$793,039.60	(\$50,918.60)	107%	\$753,650.78
<i>Miscellaneous Revenue</i>										
4190	Disp of fixed assets - redclass	.00	.00	.00	.00	.00	.00	.00	+++	.00
4800	Intra-county charge	300.00	.00	300.00	.00	.00	100.00	200.00	33	100.00
4900	Miscellaneous	2,089.00	.00	2,089.00	479.00	.00	8,154.02	(6,065.02)	390	11,769.56
4901	Donations	750.00	80,000.00	80,750.00	600.47	.00	853.97	79,896.03	1	3,681.00
4904.100	Grants Focus on Energy	.00	.00	.00	.00	.00	3,320.00	(3,320.00)	+++	.00
4950	Insurance Recoveries	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Miscellaneous Revenue Totals	\$3,139.00	\$80,000.00	\$83,139.00	\$1,079.47	\$0.00	\$12,427.99	\$70,711.01	15%	\$15,550.56
<i>Other Financing Sources</i>										
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	+++	.00
9001	Capital Contribution	78,276.00	122,079.00	200,355.00	.00	.00	.00	200,355.00	0	72,920.00
9002	Transfer in	151,668.00	.00	151,668.00	.00	.00	.00	151,668.00	0	66,800.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.400	Transfer in Wages	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	15,587.44
9004	Intrafund Transfer In	150,000.00	.00	150,000.00	.00	.00	.00	150,000.00	0	.00
	Other Financing Sources Totals	\$394,944.00	\$122,079.00	\$517,023.00	\$0.00	\$0.00	\$0.00	\$517,023.00	0%	\$155,307.44
	REVENUE TOTALS	\$2,364,762.00	\$242,745.00	\$2,607,507.00	\$116,262.98	\$0.00	\$1,692,243.14	\$915,263.86	65%	\$1,954,035.62

9



Parks- Unaudited Budget Status Report

Through 11/30/16
Prior Fiscal Year Activity Included
Detail Listing

Account Fund	100 - GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE											
Personnel Costs											
5100		Regular earnings	730,604.00	.00	730,604.00	48,807.38	.00	603,993.04	126,610.96	83	650,111.88
5100.998		Regular earnings Budget only	1,792.00	.00	1,792.00	.00	.00	.00	1,792.00	0	.00
5102		Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100		Paid leave earnings Vacation	.00	.00	.00	3,760.80	.00	26,134.49	(26,134.49)	+++	38,802.18
5102.200		Paid leave earnings Personal	.00	.00	.00	541.77	.00	3,456.90	(3,456.90)	+++	7,014.27
5102.300		Paid leave earnings Casual time used	.00	.00	.00	.00	.00	945.27	(945.27)	+++	8,922.62
5102.400		Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500		Paid leave earnings Holiday	.00	.00	.00	.00	.00	7,702.13	(7,702.13)	+++	15,272.40
5102.600		Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	823.12	(823.12)	+++	594.94
5102.999		Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103		Premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000		Premium Overtime	11,701.00	.00	11,701.00	422.89	.00	9,930.11	1,770.89	85	6,908.54
5103.100		Premium Comp time payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.200		Premium Shift differential	.00	.00	.00	7.62	.00	224.86	(224.86)	+++	213.96
5103.300		Premium Holiday worked	.00	.00	.00	.00	.00	1,912.04	(1,912.04)	+++	797.30
5109		Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100		Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	+++	(5,175.56)
5109.400		Salaries reimbursement Workers compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110		Fringe benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100		Fringe benefits FICA	54,559.00	.00	54,559.00	3,928.26	.00	48,392.94	6,166.06	89	53,878.61
5110.110		Fringe benefits Unemployment compensation	1,855.00	.00	1,855.00	128.38	.00	1,581.49	273.51	85	1,710.85
5110.199		Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.200		Fringe benefits Health Insurance	148,867.00	.00	148,867.00	11,332.62	.00	125,330.42	23,536.58	84	136,175.56
5110.210		Fringe benefits Dental Insurance	12,085.00	.00	12,085.00	1,055.52	.00	11,256.84	828.16	93	11,389.94
5110.220		Fringe benefits Life Insurance	502.00	.00	502.00	57.56	.00	429.70	72.30	86	404.92
5110.230		Fringe benefits LT disability Insurance	1,985.00	.00	1,985.00	163.76	.00	1,687.40	297.60	85	1,774.90
5110.235		Fringe benefits Disability Insurance	8,638.00	.00	8,638.00	720.00	.00	7,920.00	718.00	92	6,582.00
5110.240		Fringe benefits Workers compensation Insurance	59,085.00	.00	59,085.00	4,924.00	.00	54,164.00	4,921.00	92	58,690.00
5110.300		Fringe benefits Retirement	39,374.00	.00	39,374.00	3,180.34	.00	36,912.39	2,461.61	94	39,784.44
5110.310		Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198		Fringe benefits - Budget only	265.00	.00	265.00	.00	.00	.00	265.00	0	.00
Personnel Costs Totals			\$1,071,312.00	\$0.00	\$1,071,312.00	\$79,030.90	\$0.00	\$942,797.14	\$128,514.86	88%	\$1,033,853.75
Operating Expenses											
5200		Uniform	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.100		Employee allowance Clothing	4,300.00	.00	4,300.00	219.96	.00	2,760.79	1,539.21	64	4,527.62
5300		Supplies	34,703.00	2,000.00	36,703.00	1,892.16	.00	27,693.55	9,009.45	75	28,804.49
5300.001		Supplies Office	4,100.00	.00	4,100.00	27.96	.00	1,672.55	2,427.45	41	2,882.65
5300.002		Supplies Cleaning and household	11,550.00	.00	11,550.00	.00	.00	12,644.15	(1,094.15)	109	12,222.41

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Parks- Unaudited Budget Status Report

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Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rct'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
<i>Operating Expenses</i>										
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	+++	249.90
5300.004	Supplies Postage	1,655.00	.00	1,655.00	.00	.00	1,108.74	546.26	67	1,340.98
5300.005	Supplies PDU range	1,500.00	.00	1,500.00	947.48	.00	1,208.23	291.77	81	1,928.23
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	4,750.00	.00	4,750.00	.00	.00	3,391.09	1,358.91	71	2,884.50
5305	Dues and memberships	1,155.00	.00	1,155.00	90.00	.00	1,185.20	(30.20)	103	755.61
5306.100	Maintenance agreement Software	7,838.00	.00	7,838.00	.00	600.00	9,485.04	(2,247.04)	129	5,197.58
5307.100	Repairs and maintenance Equipment	31,250.00	.00	31,250.00	449.89	.00	29,579.24	1,670.76	95	38,733.11
5307.200	Repairs and maintenance Vehicle	13,950.00	.00	13,950.00	66.56	.00	12,831.80	1,118.20	92	17,121.06
5307.300	Repairs and maintenance Building	33,500.00	.00	33,500.00	1,612.55	.00	24,423.27	9,076.73	73	23,691.75
5307.400	Repairs and maintenance Grounds	39,500.00	2,000.00	41,500.00	978.86	3,735.20	28,129.59	9,635.21	77	33,332.30
5308.100	Vehicle/equipment Gas, oil, etc.	18,050.00	.00	18,050.00	1,536.61	.00	13,794.60	4,255.40	76	14,899.87
5308.900	Vehicle/equipment Contra	(800.00)	.00	(800.00)	.00	.00	66.40	(866.40)	-8	(599.77)
5310	Advertising and public notice	9,650.00	.00	9,650.00	247.14	.00	3,687.28	5,962.72	38	4,263.20
5315	Vending	6,050.00	.00	6,050.00	.00	.00	2,995.65	3,054.35	50	4,001.29
5320.100	Rental Equipment	3,000.00	.00	3,000.00	262.98	.00	1,525.93	1,474.07	51	246.02
5330	Books, periodicals, subscription	50.00	.00	50.00	.00	.00	.00	50.00	0	.00
5335	Software/Licenses	8,052.00	.00	8,052.00	.00	2,533.61	7,135.36	(1,616.97)	120	.00
5340	Travel and training	7,650.00	.00	7,650.00	510.70	.00	2,273.77	5,376.23	30	7,919.62
5345	Permits	1,545.00	.00	1,545.00	.00	.00	1,084.63	460.37	70	966.08
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	12.99
5392	Service fees	3,340.00	.00	3,340.00	421.48	.00	4,918.56	(1,578.56)	147	5,526.16
5395	Equipment - nonoutlay	.00	.00	.00	.00	.00	4,390.00	(4,390.00)	+++	.00
5501	Electric	60,665.00	654.00	61,319.00	17,177.58	.00	54,322.99	6,996.01	89	56,335.64
5502	Gas, oil, etc.	38,370.00	.00	38,370.00	(2,987.30)	.00	14,307.57	24,062.43	37	21,776.87
5503	Water & sewer	26,455.00	.00	26,455.00	237.94	.00	13,271.47	13,183.53	50	21,208.37
5503.100	Water & sewer Storm water management	16,900.00	.00	16,900.00	45.40	.00	931.13	15,968.87	6	11,517.26
5505	Telephone	3,675.00	.00	3,675.00	316.88	.00	3,402.67	272.33	93	4,524.21
5505.100	Telephone cell	4,300.00	.00	4,300.00	322.82	.00	3,011.20	1,288.80	70	2,405.78
5507	Other utilities	4,320.00	.00	4,320.00	.00	.00	.00	4,320.00	0	1,520.82
5600	Indirect cost	77,924.00	.00	77,924.00	6,494.00	.00	71,434.00	6,490.00	92	104,775.00
5601.100	Intra-county expense Technology services	38,665.00	.00	38,665.00	2,153.72	.00	35,740.08	2,924.92	92	37,430.62
5601.200	Intra-county expense Insurance	26,581.00	.00	26,581.00	2,215.00	.00	24,365.00	2,216.00	92	70,345.00
5601.250	Intra-county expense Special revenue fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.300	Intra-county expense Other departmental	700.00	.00	700.00	.00	.00	649.95	50.05	93	532.00
5601.350	Intra-county expense Highway	53,500.00	40,000.00	93,500.00	.00	.00	70,943.04	22,556.96	76	53,918.81
5601.400	Intra-county expense Copy center	2,000.00	.00	2,000.00	24.00	.00	2,696.40	(696.40)	135	1,361.64

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Parks- Unaudited Budget Status Report

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Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
<i>Operating Expenses</i>										
5601.450	Intra-county expense Departmental copiers	2,860.00	.00	2,860.00	238.33	.00	2,621.63	238.37	92	3,303.00
5601.550	Intra-county expense Document center	1,921.00	.00	1,921.00	75.37	.00	1,125.86	795.14	59	153.94
5601.560	Intra-county expense Fleet management	.00	.00	.00	.00	.00	.00	.00	+++	.00
5700	Contracted services	47,410.00	.00	47,410.00	1,063.77	.00	41,196.55	6,213.45	87	40,592.75
5702	Maintenance and cleaning	.00	.00	.00	.00	.00	.00	.00	+++	.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	3,950.00	80,000.00	83,950.00	.00	.00	1,450.04	82,499.96	2	4,504.40
5800.300	Grant Expenditures Snowmobile Clubs	47,975.00	.00	47,975.00	.00	.00	46,487.75	1,487.25	97	42,262.98
5800	Contributions	18,000.00	.00	18,000.00	.00	.00	18,000.00	.00	100	18,000.00
9003	Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
9003.400	Transfer out Wages	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	15,587.44
<i>Operating Expenses Totals</i>		\$737,509.00	\$124,654.00	\$862,163.00	\$36,641.84	\$6,868.81	\$603,942.75	\$251,351.44	71%	\$722,964.18
<i>Outlay</i>										
6110.020	Outlay Equipment (\$5,000+)	6,775.00	.00	6,775.00	.00	.00	.00	6,775.00	0	11,346.50
6110.100	Outlay Other (\$5,000+)	549,166.00	118,091.00	667,257.00	7,664.08	92,412.57	63,084.25	511,760.18	23	185,457.16
6181	Architect	.00	.00	.00	.00	.00	.00	.00	+++	.00
6190	Disposition of fixed assets	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Outlay Totals</i>		\$555,941.00	\$118,091.00	\$674,032.00	\$7,664.08	\$92,412.57	\$63,084.25	\$518,535.18	23%	\$196,803.66
EXPENSE TOTALS		\$2,364,762.00	\$242,745.00	\$2,607,507.00	\$123,336.82	\$99,281.38	\$1,609,824.14	\$898,401.48	66%	\$1,953,621.59
Fund 100 - GF Totals										
<i>REVENUE TOTALS</i>		2,364,762.00	242,745.00	2,607,507.00	116,262.98	.00	1,692,243.14	915,263.86	65%	1,954,035.62
EXPENSE TOTALS		2,364,762.00	242,745.00	2,607,507.00	123,336.82	99,281.38	1,609,824.14	898,401.48	66%	1,953,621.59
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$7,073.84)	(\$99,281.38)	\$82,419.00	\$16,862.38		\$414.03
Grand Totals										
<i>REVENUE TOTALS</i>		2,364,762.00	242,745.00	2,607,507.00	116,262.98	.00	1,692,243.14	915,263.86	65%	1,954,035.62
EXPENSE TOTALS		2,364,762.00	242,745.00	2,607,507.00	123,336.82	99,281.38	1,609,824.14	898,401.48	66%	1,953,621.59
Grand Totals		\$0.00	\$0.00	\$0.00	(\$7,073.84)	(\$99,281.38)	\$82,419.00	\$16,862.38		\$414.03

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Parks Special Revenue Accounts - Unaudited Report

Through 11/30/16
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 120 - Park Donations									
REVENUE									
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	7,800.00	.00	7,800.00	54.90	.00	755.77	7,044.23	10	1,031.84
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$7,800.00	\$0.00	\$7,800.00	\$54.90	\$0.00	\$755.77	\$7,044.23	10%	\$1,031.84
EXPENSE									
Operating Expenses	17,500.00	.00	17,500.00	.00	.00	7,273.70	10,226.30	42	8,324.54
Outlay	18,000.00	.00	18,000.00	.00	4,000.00	1,225.84	12,774.16	29	.00
EXPENSE TOTALS	\$35,500.00	\$0.00	\$35,500.00	\$0.00	\$4,000.00	\$8,499.54	\$23,000.46	35%	\$8,324.54
Fund 120 - Park Donations Totals									
REVENUE TOTALS	7,800.00	.00	7,800.00	54.90	.00	755.77	7,044.23	10%	1,031.84
EXPENSE TOTALS	35,500.00	.00	35,500.00	.00	4,000.00	8,499.54	23,000.46	35%	8,324.54
Fund 120 - Park Donations Totals	(\$27,700.00)	\$0.00	(\$27,700.00)	\$54.90	(\$4,000.00)	(\$7,743.77)	(\$15,956.23)		(\$7,292.70)
Fund 121 - Boat Landing									
REVENUE									
Public Charges	110,250.00	.00	110,250.00	4,452.79	.00	110,050.88	199.12	100	112,938.94
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$110,250.00	\$0.00	\$110,250.00	\$4,452.79	\$0.00	\$110,050.88	\$199.12	100%	\$112,938.94
EXPENSE									
Operating Expenses	250,464.00	.00	250,464.00	3,590.62	2,401.04	64,259.51	183,803.45	27	176,854.39
Outlay	33,000.00	.00	33,000.00	.00	.00	.00	33,000.00	0	.00
EXPENSE TOTALS	\$283,464.00	\$0.00	\$283,464.00	\$3,590.62	\$2,401.04	\$64,259.51	\$216,803.45	24%	\$176,854.39
Fund 121 - Boat Landing Totals									
REVENUE TOTALS	110,250.00	.00	110,250.00	4,452.79	.00	110,050.88	199.12	100%	112,938.94
EXPENSE TOTALS	283,464.00	.00	283,464.00	3,590.62	2,401.04	64,259.51	216,803.45	24%	176,854.39
Fund 121 - Boat Landing Totals	(\$173,214.00)	\$0.00	(\$173,214.00)	\$862.17	(\$2,401.04)	\$45,791.37	(\$216,604.33)		(\$63,915.45)
Fund 122 - Cross Country Ski									
REVENUE									
Public Charges	27,500.00	.00	27,500.00	723.81	.00	38,383.73	(10,883.73)	140	12,621.37
Miscellaneous Revenue	25.00	.00	25.00	.00	.00	30.00	(5.00)	120	10.00
REVENUE TOTALS	\$27,525.00	\$0.00	\$27,525.00	\$723.81	\$0.00	\$38,413.73	(\$10,888.73)	140%	\$12,631.37
EXPENSE									
Operating Expenses	38,750.00	.00	38,750.00	102.75	2,198.73	6,935.64	29,615.63	24	15,092.96
Outlay	.00	36,000.00	36,000.00	.00	9,855.51	.00	26,144.49	27	23,872.57
EXPENSE TOTALS	\$38,750.00	\$36,000.00	\$74,750.00	\$102.75	\$12,054.24	\$6,935.64	\$55,760.12	25%	\$38,965.53
Fund 122 - Cross Country Ski Totals									
REVENUE TOTALS	27,525.00	.00	27,525.00	723.81	.00	38,413.73	(10,888.73)	140%	12,631.37



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Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 122 - Cross Country Ski Totals	38,750.00	36,000.00	74,750.00	102.75	12,054.24	6,935.64	55,760.12	25%	38,965.53
	(\$11,225.00)	(\$36,000.00)	(\$47,225.00)	\$621.06	(\$12,054.24)	\$31,478.09	(\$66,648.85)		(\$26,334.16)
REVENUE									
Public Charges	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%	\$0.00
EXPENSE									
Operating Expenses	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%	\$0.00
Fund 123 - Park Land & Building Acquisition Totals	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0%	.00
REVENUE TOTALS	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0%	.00
EXPENSE TOTALS	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0%	.00
Fund 123 - Park Land & Building Acquisition Totals	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0%	\$0.00
REVENUE									
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	92,733.00
Public Charges	100,600.00	.00	100,600.00	11,365.47	.00	92,706.32	7,893.68	92	87,899.64
Miscellaneous Revenue	1,000.00	12,000.00	13,000.00	10,769.00	.00	12,363.15	636.85	95	447.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$101,600.00	\$12,000.00	\$113,600.00	\$22,134.47	\$0.00	\$105,069.47	\$8,530.53	92%	\$180,879.64
EXPENSE									
Operating Expenses	117,549.00	12,000.00	129,549.00	(1,495.45)	.00	53,160.05	76,388.95	41	48,843.66
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	105,965.66
EXPENSE TOTALS	\$117,549.00	\$12,000.00	\$129,549.00	(\$1,495.45)	\$0.00	\$53,160.05	\$76,388.95	41%	\$154,809.32
Fund 124 - Trails Totals	101,600.00	12,000.00	113,600.00	22,134.47	.00	105,069.47	8,530.53	92%	180,879.64
REVENUE TOTALS	101,600.00	12,000.00	113,600.00	22,134.47	.00	105,069.47	8,530.53	92%	180,879.64
EXPENSE TOTALS	117,549.00	12,000.00	129,549.00	(1,495.45)	.00	53,160.05	76,388.95	41%	154,809.32
Fund 124 - Trails to Trails Totals	(\$15,949.00)	\$0.00	(\$15,949.00)	\$23,629.92	\$0.00	\$51,909.42	(\$67,858.42)		\$26,070.32
Fund 125 - Veteran's Memorial Complex Lease									
REVENUE									
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE									
Operating Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

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Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 125 - Veteran's Memorial Complex Lease Totals										
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fund 125 - Veteran's Memorial Complex Lease Totals										
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	\$0.00
Fund 415 - Fairground Improvement Plan										
REVENUE	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	300,000.00	.00	300,000.00	.00	.00	300,000.00	.00	.00	100%	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE										
Operating Expenses	300,000.00	.00	300,000.00	.00	4,200.00	251,581.91	(251,581.91)	(251,581.91)	+++	.00
Outlay	.00	.00	.00	.00	.00	5,528.88	250,271.12	250,271.12	3	.00
REVENUE TOTALS	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$4,200.00	\$257,110.79	\$38,689.21	\$38,689.21	87%	\$0.00
EXPENSE TOTALS	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$4,200.00	\$257,110.79	\$38,689.21	\$38,689.21	87%	\$0.00
Fund 415 - Fairground Improvement Plan Totals										
REVENUE TOTALS	300,000.00	.00	300,000.00	.00	.00	300,000.00	.00	.00	100%	.00
EXPENSE TOTALS	300,000.00	.00	300,000.00	.00	4,200.00	257,110.79	(38,689.21)	(38,689.21)	87%	.00
Fund 643 - Adventure Park										
REVENUE	287,750.00	.00	287,750.00	12,964.40	.00	216,481.60	71,268.40	71,268.40	75	237,854.78
Public Charges	.00	.00	.00	1.53	.00	93.86	(93.86)	(93.86)	+++	695.24
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	\$287,750.00	\$0.00	\$287,750.00	\$12,965.93	\$0.00	\$216,575.46	\$71,174.54	\$71,174.54	75%	\$238,550.02
EXPENSE										
Personnel Costs	152,417.00	.00	152,417.00	9,429.33	.00	145,997.53	6,419.47	6,419.47	96	118,193.67
Operating Expenses	136,874.00	.00	136,874.00	3,825.83	.00	64,685.95	72,188.05	72,188.05	47	81,634.35
Outlay	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$287,750.00	\$0.00	\$287,750.00	\$12,965.93	\$0.00	\$216,575.46	\$71,174.54	\$71,174.54	75%	\$238,550.02
EXPENSE TOTALS	\$289,291.00	\$0.00	\$289,291.00	\$13,255.16	\$0.00	\$210,683.48	\$78,607.52	\$78,607.52	73%	\$199,828.02
Fund 643 - Adventure Park Totals										
REVENUE TOTALS	287,750.00	.00	287,750.00	12,965.93	.00	216,575.46	71,174.54	71,174.54	75%	238,550.02
EXPENSE TOTALS	289,291.00	.00	289,291.00	13,255.16	.00	210,683.48	78,607.52	78,607.52	73%	199,828.02
Fund 643 - Adventure Park Totals										
REVENUE TOTALS	857,925.00	12,000.00	864,925.00	40,331.90	.00	770,865.31	94,059.69	94,059.69	89%	546,031.81
EXPENSE TOTALS	1,072,054.00	48,000.00	1,120,054.00	15,453.08	22,655.28	600,649.01	496,749.71	496,749.71	56%	578,781.80
Grand Totals	(\$219,129.00)	(\$36,000.00)	(\$255,129.00)	\$24,878.82	(\$22,655.28)	\$170,216.30	(\$407,690.02)	(\$407,690.02)		(\$32,749.99)

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Note: This is a **RFP** 'Draft ONLY Version' of the
Project for Review and Approval.
Project may or may not be published.

Request for Proposal (RFP)

For

Brown County

Fairgrounds Master Plan

Project # 2120



***Publish Date:* March 1, 2017**

***Response Deadline:* March 28, 2017**

3:00 PM

CST

To:

Brown County Purchasing Department

305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600

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RFP PROJECT DETAILS

1. General

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor" to develop Strategic Master Planning for the Brown County Fairgrounds. All contractors are responsible for any addendums issued for this project. When an open project is posted on the Onvia website, Addendum notifications will automatically be sent if potential vendors are registered on the Onvia website. No notification will be sent when addendums are published to the Brown County website.

2. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CST)
Standing Committee: Recommended for Approval by Ed & Rec Committee	January 26, 2017	
County Board Approval to Publish RFP	February 15, 2017	
RFP Published	March 1, 2016	
RFP Non-Mandatory Site Visit	March 14, 2017	9:30 AM
RFP Questions Due, Post Site Visit	March 17, 2017	3:00 PM
RFP Questions & Answers Published	March 21, 2017	3:00 PM
RFP Responses Due from Vendors	March 28, 2017	3:00 PM
Preliminary RFP Review to address potential budget issues	March 31, 2017	3:00 PM
Selection Team Kickoff Meeting	April 4, 2017	
Preliminary Scoring Meeting from proposal review	April 18, 2017	
Interviews if Required by	April 28, 2017	
Reference checks if required by	May 5, 2017	
Consensus Scoring Meeting	May 10, 2017	
Send out Thank You & Intent to Award Letters by	May 15, 2017	
Contract Negotiations / Complete Contract Signing by	May 26, 2017	

3. RFP Non-Mandatory Site Visit: March 14, 2017 at 9:30 AM

Site visits are mandatory based on the date & time listed in the Tentative Project Time Line above	
Potential Vendors meet:	Brown County Fairgrounds 1500 Fort Howard Avenue De Pere, WI 54115
Site Visit conducted by:	Matt Kriese
Site Visit contact phone number for questions:	(920) 448-4464

4. RFP Questions Due: March 17, 2017 at 3:00 PM

Questions-All questions related to this project must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: bc_administration_purchasing@co.brown.wi.us
- Questions MUST be clearly marked in the subject line: "Questions for Project # 2120"

5. RFP Questions & Answers Publish Date: March 21, 2017 at 3:00 PM

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.co.brown.wi.us > Departments > Purchasing > Open Projects

- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

6. RFP Due Date & Delivery Address Details: March 28, 2017 at 3:00 PM

Responses are due to Brown County Purchasing no later than the Due Date.

Prospective vendors can submit proposals via email, hand deliver or by mail via DHL, FedEx, UPS, USPS, etc as outlined below:

Emailed proposal must include the following items:

- Be clearly marked in the subject line with perspective project #2120.
- Include 2 separate electronic files:
 - One file named proposal to include proposal excluding any pricing details.
 - The other file named 'pricing' to include the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:
 - Bc_Administration_Purchasing@co.brown.wi.us
 - A courtesy email response will be generated after due date for receipt of all proposals.
- Emailed proposals also require that five (5) paper copies be sent separately, excluding the pricing details. These are provided to the scoring team. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
- Delivery address is provided below:

Hand delivered or mailed proposal must include the following items:

- Be clearly marked with project #2120 on the outside of the sealed envelope or box in the lower left hand corner.
- Be in 2 separate Sealed envelopes or boxes as follows:
 - One envelope or box to include five (5) paper copies of the proposal excluding pricing details. We have no preference as to how the proposals are bound. Proposals can be submitted in a box or envelope, whichever works best. It is neither necessary nor desired to put the required paper copies in their own separate envelopes.
 - The other envelope labeled 'pricing' shall include the completed *Attachment C: RFP Cost Sheet*. Envelope can be included in either the box or envelope used to send the proposals (does not need to be sent separately). Only one (1) copy of the cost sheet is required.
- Along with the proposal include one flash drive (no CD's) containing the 2 files as follows:
 - One file named proposal to include proposal excluding pricing details.
 - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:

Delivery Address for DHL, FedEx, Hand
Delivery, Mail, UPS, USPS, etc.

**Brown County Clerk
Project 2120
305 E. Walnut St. Room 120
Green Bay, WI 54305-3600**

Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is

clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.

7. RFP Format & Submission Requirement

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP SCOPE OF WORK & SPECIFICATIONS (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP COST SHEET (Attachment C)** - Provide attachment listing your price with your document submission in a separate sealed envelope or separate file if submitted via email.
- **RFP REFERENCE DATA SHEET (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

8. Performance or Applicable Payment Bonds

Bonds are not required for this project.

9. RFP Method of Payment

One of two methods:

1. **For Projects That Are To Be Completed Within 60 Days:** Payment is net 30 days from completion and approval of project.
2. **For All Other Projects:** Partial payment may be made. The retainage shall be an amount equal to not more than 5% of the cost until 50% of the work has been completed. At 50% completion, no additional amounts shall be retained and partial payments shall be made in full to the contractor unless the architect or engineer certifies that the job is not proceeding satisfactorily. At 50% completion or any time thereafter when the progress of the work is not satisfactory, additional amounts may be retained but in no event shall the total retainage be more than 10% of the value of the work completed. Upon substantial completion of the work, an amount retained may be paid to the contractor.

Payment Terms: Payments may apply as noted in Wisconsin Statute 66.0135. If milestone payments are appropriate they will be defined in the contract. Vendors are strongly encouraged to accept P-Card payments.

10. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

11. "Piggyback" Clause

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

12. Other

1. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.

2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
3. **License:** Vendors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of Contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
5. **Rejection of Document Submission:** Brown County reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

13. RFP Attachments

- A. **RFP Scope of Work, Specifications / Drawings:** Contractor must adhere to specifications/drawings for this project.
- B. **RFP Scoring**
- C. **RFP Cost Sheet**
- D. **RFP Reference Data Sheet**
- E. **RFP Designation of Confidential & Proprietary Information**
- F. **RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- G. **RFP Appeals**
- H. **Contract Insurance Requirements**
- I. **Professional Contract for Service TEMPLATE:** Contractors submitting documents must review the Professional Contract for Service TEMPLATE. Sections that may be of concern must be identified and an explanation for the objection must be provided with the Vendor document submission. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated.

ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS

(Potential vendors are expected to perform the following service in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.

Fairgrounds Strategic Master Planning

The Brown County Parks Department is seeking to work with a team of qualified consultants that is interested in conducting a strategic and master planning process and developing a strategic and master plan for the Brown County Fairgrounds. The master plan shall be based on maximizing the property use and value to Brown County citizens; taking into consideration economic viability and livability of surrounding areas, and historic, cultural, recreational and economic value associated with existing uses on the property.

Purpose:

The purpose of this RFP is to retain the services of a team of professional consultants with expertise in parks, fairgrounds and/or open space management, survey design and analysis, conceptual design, and facility assessment that is committed to providing a high level of knowledge, dedication, and experience to conduct a strategic and master planning process for the Brown County Parks Department. The Brown County Fairgrounds is seeking to become a greater asset for the Greater Green Bay area and beyond.

The outcome will be:

- a.) A strategic plan that includes a review and assessment of the Fairground's past practices, while clearly delineating strategies for the Brown County Fairgrounds to become a greater asset for the area, and a recommended action plan and an implementation schedule with anticipated benchmarks; and
- b.) A property master plan that supports the strategic plan with a timeline and recommended budget for implementation.

Complete a Facility Master Plan with Architectural Renderings;

The Brown County Fairgrounds sits in the middle of two local municipal park areas. The master plan will involve adjacent municipal areas in regard to a trail connection through Ashwaubomay Park and the De Pere property. In addition it will include a small parcel of the De Pere Fairgrounds. The master plan should include a timetable and estimated costs for projects to be completed over the next 10 years.

a. Facility Assessment and Inventory – Scope of Services

The Facility Assessment will determine the useful life of current structures and cost analysis of repair versus replacement. Brown County will be able to provide documents related to this.

b. Public Involvement – Scope of Services

Develop, implement and facilitate stakeholder input and public involvement in the strategic and master planning process. We anticipate key partnerships in the public involvement effort will include, but not limited to, Brown County Board of Supervisors, Brown County Fair Association, City of De Pere, Village of Ashwaubenon and Brown County Parks.

- Gather public feedback through one community meeting, surveys and other mechanisms designed to reach users of the property.
- Coordinate and conduct stakeholder interviews and/or group discussions.
- Summarize the public involvement process for inclusion in the master plan.

c. Property and Business Development – Scope of services

The consultant shall provide the following services at a minimum:

1. Analyze current program and facility offerings. (details provided by Brown Co.)
2. Assess and address issues related to current and future uses. (current issues provided by Brown Co. and other stakeholders)

3. Evaluate current conditions pertaining to the property, including buildings and land use.
4. Assess the existing and projected user capacity and deficiencies based on data from Brown County.
5. Review and analyze river front property and identify future uses.
6. Identify financial sources for the development of the master plan.
7. Identify revenue generating opportunities which engage the Brown County citizens.
8. Cost analysis of proposed renovations or new facilities.
9. Identify future upgrades in utilities to support the completed plan.
10. Review recommendations and proposed plan with the Park Department and related staff to achieve consensus.
11. Prepare preliminary conceptual master plan recommendations to include visual character of the grounds and buildings; Improvement to existing grounds, barns, exhibition buildings, restroom(s), asphalt parking and drives, entrance ways, campground, trail connection, and river front utilization.
12. Prepare conceptual plan and renderings, development phasing, and estimation of facility costs.
13. Prepare final document and executive summary. The plan should consist of an outline of facilities and future activities, including projected improvement costs. It must be divided into phases by priority with a timetable.

d. Master Plan – Scope of Services

The master plan will be established based on the Facility Assessment, current facility use, public involvement process and staff recommendation. The master plan will identify the future needs of the property to support local quality of life and to make sure the property remains relevant in the Brown County area. The solution may include infrastructure enhancement, renovation, change of use, new construction and new site acquisition.

Following carried throughout the master planning process:

- Perimeter enhancements
- Accessibility
- Maintaining open green space
- Park-like setting
- New amenities
- Sustainability (green building, energy efficient)
- Support the operational requirements of this 365-day-a-year event facility

Background:

The Brown County Fairgrounds is located at 1500 Fort Howard Avenue, De Pere, Wisconsin 54115. This 36.2 acre site is located on the Fox River and is owned and operated by Brown County as a community festival and events grounds, fairgrounds and passive recreational area. The site adjoins an 18 acre park area owned by the City of De Pere.

Present Use:

The site is used for large picnics, festivals, livestock shows, car shows, 4-H events, dog shows, annual County Fair, camping, winter public storage and other trade shows and corporate events.

Management:

The site is managed and operated by the Brown County Parks Department. Management and operations of the County Fair is facilitated through the Fair Association.

Facilities:

The site is serviced with municipal water and sewer. Major buildings include 5 livestock barns, one milk house, one restroom building, and two large multi-purpose exhibition buildings. The midway and access roads are asphalt surface. Brown County is in the process of installing storm sewer and grading the infield area. Work will be complete in spring 2017.

Other:

Currently the City of De Pere manages and maintains their 18 acre park adjacent to the Brown County Fairgrounds.

Submissions shall include the following information

- **Cover Letter:** Provide a cover letter from the person authorized to submit the proposal. Provide a brief introduction of your proposal; identify the contact person and the contact information.
- **Firm Profile(s):** Provide a brief description of each firm on the team, its size, location, age, and special expertise and other information that provides an accurate overview of each firm. Identify any sub-consultants that will be used.
- **Experience and team work:** Provide a list of consulting engagements similar to that which is described in the RFP successfully completed by a) each team member independently, and b) by the proposed team. Demonstrate the team's competence to complete the requirements.
- **References:** Provide a list of three references for consulting engagements conducted in the last three years that are similar to this engagement performed for parks, fairgrounds, open spaces or similar.
- **Staff & Organization:** Provide a list of the key staff who will be assigned to this engagement and identify the role of each. Include a resume for each person.
- **Methodology:** Provide a clear description of the approach and methodology your firm anticipates using to fulfill the requirement of this RFP. Describe the various tasks that will be engaged and the sequence in which they will be accomplished. Identify the methods of engaging stakeholders, staff, and the Board. Identify the tasks that will be conducted on-site and the number of visits and days of on-site engagement anticipated.
- **Cost Proposal:** Provide a cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursables.
- **Use of local contractors:** If applicable, indicate services that could be sub-contracted to firms that are local.
- **Conflict of Interest:** Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials or employees and/or employees of the Parks.

ATTACHMENT B: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this project will be evaluated according to the following:

1. Evaluation Process

The following steps will be observed in the evaluation of the potential vendor document submission:

- Brown County will establish a project scoring team.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission being eliminated from consideration.
- The project scoring team will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

2. Scoring Methodology

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Quality, clarity and responsiveness of document submission	10
2. Staff & Organization	10
3. Methodology	20
4. Experience & Teamwork	20
5. Pricing (Attachment C) *	20
6. References (Attachment D) - optional	10
7. Interviews/Presentations	10
Total	100

**Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

3. Scoring Criteria

The evaluation factors to be used in project scoring are described below:

1. **Quality, clarity and responsiveness of document submission** – Document submissions will be evaluated on meeting the overall requirements of the project.
2. **Staff & Organization** – Per page 10 of Attachment A
3. **Methodology** – Per page 10 of Attachment A
4. **Experience & Teamwork** – Per page 10 of Attachment A
5. **Pricing** – Document submissions are scored using a formula with the lowest price submitted that is divided by the price of each prospective vendor times the established point value times the weight factor percentage. Pricing will be calculated for the entire term of the contract.

6. **References** – Document submission will be evaluated based on information obtained from the references provided.
7. **Interviews/Presentations** - Interviews and/or presentations are not required but may be preferred based on the scoring teams' recommendation.

ATTACHMENT C: RFP COST SHEET

(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)

Vendor Information

COMPANY PHYSICAL LOCATION INFORMATION				
Legal Name:				
Address:				
City:		State:		Zip:
Phone:		Fax:		
Federal ID #:		Website:		
COMPANY REMIT INFORMATION (where to send payment, if different than above)				
Billing Name:				
<i>Name to print on check, if different than above</i>				
Address:				
City:		State:		Zip:
Accounts Payable Contact:		Phone:		
Accounts Payable Email:		Payment Terms:		
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS				
Sales Rep Name:		Sales Rep Title:		
Sales Rep Phone Number:		Sales Rep Email:		
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Primary Name:		Title:		
Email:				
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Secondary Name:		Title:		
Email:				
CONTACT INFORMATION / PROJECT MANAGER				
Project Manager Name:		Title:		
Address:		City:		
City:		State:		

Fairgrounds Master Plan, Brown County Project #2120

Phone:		ZIP:	
Email:		Fax:	

CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Does your Company accept MasterCard Credit Card for payment? YES NO (Circle one)

Comments:	
------------------	--

Does your Company accept the Brown County Standard Contract? YES NO (Circle one)

Comments:	
------------------	--

RFP Pricing

PRICING:

Provide costs for all labor, materials and equipment to complete the project in strict accordance to the RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS as indicated in Attachment A.

FOR THE SUM OF

Dollars (\$ _____)

***All pricing is to be inclusive of all costs including travel and meals.**

ATTACHMENT D: RFP REFERENCE DATA SHEET

Provide a list of at least three and not greater than five clients that you have recently or are currently providing services for with at least two clients in the public sector and one client from a project that didn't go so well. Please verify that your contact person listed is accurate and still employed with the company.

Reference #1	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #2	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #3	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #4	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #5	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

Date:

ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT

(If Addendums exist for this project, please sign and date and send with your bid)

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:

Company Name:

Printed Name:

Signature:

Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by Brown County of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

ATTACHMENT G: RFP APPEALS

(This appeals attachment is for your information only, there is no need to sign or mail it back.)

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

Submit To:

**Brown County Internal Auditor
305 E. Walnut St. Rm 102
PO Box 23600
Green Bay, WI 54305-3600**

Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the 'Intent to Award' notice. Certificates are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, Green Bay, WI 54301 or EM at BC_administration_purchasing@co.brown.wi.us throughout the contract term.

1. Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

2. Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following Insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all Insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Comprehensive General Liability (Occurrence Form)

Products and Completed Operations

Personal Injury and Advertising Liability

Independent Contractors / Protective

Limits of Insurance

\$1,000,000 per occurrence

\$1,000,000 aggregate

Business Automobile Liability : Covering all owned, hired, and non-owned vehicles

Limits of Insurance

\$1,000,000 per occurrence for bodily injury and property damage

Excess / Umbrella Liability

Limits of Insurance

\$1,000,000 per occurrence

Worker's Compensation Insurance and Employers Liability

State Statutory Workers' Compensation Limits

Employer Liability

\$100,000 each accident

Professional Liability

Limits of Insurance

\$1,000,000 per occurrence

\$2,000,000 aggregate

3. Additional Insured

The Outside Contractor agrees that all liability policies other than professional liability shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

4. Adjustment to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

5. Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

6. Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

7. Certificate of Insurance

The Certificate of Insurance must include:

1. **Additional Insured:** Named as Brown County
2. **Cancellation:** Shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County to include non-renewal, or material change in coverage.
3. **Project Information:** Shall include reference to the contract name and / or RFB number in the description section of the certificate.
4. **Receipt of Certificate:** A valid Certificate shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions.
5. **Signature(s):** Shall be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin. Certificates must also bear the signature of the insurer's authorized representative.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract, to the below listed department and address.

Brown County Department of Administration
305 E Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

8. Questions

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

ATTACHMENT I: PROFESSIONAL CONTRACT FOR SERVICE TEMPLATE

(This document is provided as a template to potential vendors as a requirement that this document is to be used to contract with the awarded vendor. There is no need to sign or mail it back at this time.)



**BROWN COUNTY PROFESSIONAL
STANDARD CONTRACT**

Scope of Services is attached to this contract.

Project #:	2120
Service Description:	Fairgrounds Master Plan
Time of Performance:	Completion by Date:
Total Amount of Contract:	Maximum Compensation not to Exceed: \$00

Please mail all invoices to the below address and reference Project number and/or Purchase Order number:

Performance, schedules and invoices will be approved by the following Brown County Contact:	Matt Kriese
Brown County Department:	Parks Department
Address:	1150 Bellevue St.
City, State Zip:	Green Bay, WI 54302
Phone:	(920) 448-4464
Email:	kriese_mm@co.brown.wi.us

This Brown County Professional Services Standard Contract ("Contract") is made and entered into on this day of , 20 by and between (the "CONTRACTOR"), and Brown County, a body corporate organized under the Laws of Wisconsin (the "COUNTY") (Collectively referred to as the "parties" or in the singular as the "party").

WITNESSETH:

WHEREAS, the COUNTY, a governmental entity organized and existing as a body corporate pursuant to Wis. Stat. § 59.01, is in the business of providing certain governmental services to the COUNTY and its citizens;

WHEREAS, the CONTRACTOR, is in the business of providing said services and has made express and implied representations to the COUNTY of being capable, experienced and qualified to undertake and personally perform those services as are required in fulfilling all obligations under the terms and conditions of this Contract; and

WHEREAS, relying upon the CONTRACTOR'S above-referenced express and implied representations, the COUNTY now desires to engage and the CONTRACTOR now desires to be engaged as an independent contractor and not as an employee of the COUNTY to perform said services, all in accordance with the terms and conditions of this Contract.

Work shall commence in accordance with the terms and conditions of this Contract after the CONTRACTOR has executed the Contract, and either: (a) has been notified in writing to commence the Performance of Services; or (b) has received from the COUNTY an original of the Contract that is complete and fully executed.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the COUNTY and the CONTRACTOR agree as follows:

1. **REQUIREMENTS:** The CONTRACTOR hereby agrees to be retained by the COUNTY and the COUNTY hereby agrees to retain the CONTRACTOR to perform the services in accordance with the terms and conditions of this Contract, which includes, but is not limited to:
 - A. that the CONTRACTOR is required to do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract;
 - B. that the CONTRACTOR is required to comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services under this Contract; and
 - C. that the CONTRACTOR is required to comply with time schedules and payment terms.
2. **SCOPE OF SERVICES:** The CONTRACTOR and its subcontractors, to the same extent as the CONTRACTOR, agree to fulfill its obligations described in the Project Detail Scope of Work, Specifications / Drawings (hereinafter referred to as the "Project"), as well as the addenda attached thereto, copies of both which are attached hereto and incorporated herein by reference.

The total amount of the Contract includes all services, deliverables, and reimbursable expenses as included in attachments. Additional reimbursable fees will not be accepted.

3. **SPECIFIC CONDITIONS OF PAYMENT:** Payment to be due and owed following completion and acceptance of the Project by the COUNTY. Payment will be made within thirty (30) days after receipt of a properly documented invoice, the manner of which is more fully set forth below under "Payment Schedule", but only if completion is deemed satisfactory by the COUNTY.

Payment Terms:	Net 30
Check Payable To:	
Invoice Mailing Address:	
City, State Zip	
Invoice Email Address:	
Invoice Phone Number:	
Federal Tax ID#:	

4. **REPORTS:**

- A. The CONTRACTOR agrees to timely submission of reports as may be required by the COUNTY in its sole discretion.
- B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY and the COUNTY shall have the right to use them for any purpose without any further compensation to the CONTRACTOR. All of the documents and materials prepared or assembled by the CONTRACTOR under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY unless legally required otherwise, at which point the CONTRACTOR is obligated to notify the COUNTY of the same in advance thereof.
- C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the CONTRACTOR. If this Contract is terminated, all finished or unfinished

documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.

5. **TIME OF PERFORMANCE:** The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed in a timely fashion and as indicated on the top of Page 1 of this Contract under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified herein, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to complete the services and to execute any amendments to this Contract as deemed necessary by the COUNTY.
6. **CONDITIONS OF PERFORMANCE AND COMPENSATION:**
 - A. **Performance** - The CONTRACTOR agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.
 - B. **Place of Performance** - The COUNTY shall determine the place or places where services shall be provided by the CONTRACTOR.
 - C. **Compensation** - The COUNTY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on the top of Page 1 of this Contract under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on the top of Page 1 of this Contract. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3 "Specific Conditions of Payment" of this Contract under "Specific Conditions of Payment." Section 66.0135, Wis. Stats., will apply to any late payments by the COUNTY, except as provided for by Section 21 "Force Majeure" of this Contract.
 - D. **Taxes, Social Security and Government Reporting** - Personal income tax payments, social security contributions and all other governmental reporting, taxes and contributions as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.
 - E. **Subcontracting** - The CONTRACTOR shall not subcontract for the performance of any of the services set forth herein without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to, and controlled by, each provision of this Contract. The CONTRACTOR shall be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and/or persons either directly or indirectly employed by it, as he is for the acts and omissions of persons directly employed by CONTRACTOR.
7. **INDEMNIFICATION AND DEFENSE OF SUITS:** The CONTRACTOR agrees to release, indemnify, defend, and hold harmless the COUNTY, its officials, officers, employees, agents and assigns from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by CONTRACTOR, its officers, officials, employees, agents or assigns. The COUNTY does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
8. **REGULATIONS:** CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.
9. **SAFETY REQUIREMENTS:** All material, equipment and supplies used or provided to the COUNTY must comply with all safety requirements as set forth by the federal, state and local laws, including but not limited to, the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.
10. **VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and CONTRACTOR shall submit to the jurisdiction of the Circuit Court for such lawsuits. In all respects, this Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

- 11. TERMINATION OF CONTRACT FOR CAUSE:** If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of such termination. The written notice shall be provided to the CONTRACTOR at least five (5) days before the effective date of such termination. The COUNTY, in its sole discretion, may allow the CONTRACTOR a reasonable amount of time to cure a breach of the terms of this Contract, if the COUNTY determines that the breach is amenable to a cure. The COUNTY shall not unreasonably withhold such permission. The COUNTY'S decision to allow the CONTRACTOR a reasonable amount of time to cure said breach in one instance does not constitute a waiver of a subsequent breach of the same or any other term of this Contract, nor shall it be deemed to waive the need for further consent or approval from the COUNTY to cure any subsequent breaches, regardless of their nature.

This contract may be terminated by either party for no reason by giving twenty (20) days written notice to the other party of said termination.

In the event that this Contract is terminated for any reason by either party, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Contract by the CONTRACTOR, and the COUNTY may withhold any payments due the CONTRACTOR for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the CONTRACTOR shall be determined and recovered.

- 12. CHANGES:** All changes that are mutually agreed upon by and between the COUNTY and the CONTRACTOR, including any increase or decrease in the amount of the CONTRACTOR'S compensation, shall be in writing and designated as written amendments to be attached to this Contract.
- 13. WAIVER:** No provision of this Contract may be waived, unless the waiver is made in writing and is signed by a duly authorized representative of each party. One or more waivers by any party of any term of this Contract will not be construed as a waiver of a subsequent breach of the same or any other term hereof. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

14. PERSONNEL:

- A. The CONTRACTOR represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall under no circumstances be deemed employees of or have any contractual relationship with the COUNTY.
- B. All of the services required hereunder will be performed by the CONTRACTOR or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

- 15. ASSIGNMENT:** The CONTRACTOR shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the CONTRACTOR from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

- A. **Records: Establishment and Maintenance of Records** - Records shall be maintained by the CONTRACTOR with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of final payment under this Contract, except as otherwise authorized or required by law. CONTRACTOR will notify COUNTY prior to destroying document(s) and offer the right of refusal.
- B. **Documentation of Cost** - All costs of the CONTRACTOR shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract, shall be clearly identified, readily accessible and shall be retained in accordance with the laws of the State of Wisconsin.

16. AUDITS AND INSPECTIONS: In the event that the COUNTY deems it necessary to conduct an audit or inspection, the CONTRACTOR shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in the CONTRACTOR'S custody or control as deemed pertinent by the COUNTY to this Contract.

The CONTRACTOR shall provide to the COUNTY'S inspectors or auditors access to all property, equipment and facilities in the CONTRACTOR'S custody or control as the inspectors or auditors deem related to the services provided or purchased under this Contract. The CONTRACTOR shall be expected to provide, at the CONTRACTOR'S expense, reasonable time by the CONTRACTOR'S personnel as may be required for the COUNTY'S inspectors or auditors to perform the inspection or audit.

Any information provided to the COUNTY'S inspectors or auditors which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public unless legally required otherwise.

17. NON-DISCLOSURE: For the purposes of this Contract, the parties agree to the following definitions.

Disclosure - The term "Disclosure" shall refer to the party or parties in a position to disclose to the other certain Sensitive and/or Confidential Information which is or must remain the property of the disclosing party.

Recipient - The term "Recipient" shall refer to the party or parties in a position to receive certain Sensitive and/or Confidential Information from the disclosing party that is not to be disclosed or used in violation hereof.

Sensitive and/or Confidential Information - The term "Confidential Information" as used herein means: (1) any Trade Secret of Discloser as defined in the Uniform Trade Secrets Act, Sec. 134.90, Wis. Stats. or any other applicable state or federal trade secrets law; and (2) any non-public information, documentation, and/or devices disclosed or made available by Discloser to Recipient in any form including, but not limited to, all data or know-how either created by Discloser or for Discloser, any information conveyed to Discloser by a third party to which Discloser is bound by a confidentiality agreement not to disclose, the whole or any portion of any technical, scientific, laboratory, experimental or research data, research and development information, information concerning equipment, designs, processes, procedures, formulae, recipes, improvements, customer lists, records, or engineering drawings, documentation and information about products, sales information, formulae, recipes, manufacturing techniques, processes, design of software or hardware, applications or systems, used or developed by Discloser, source codes, other information relating to computer programming, and any information used for the conduct of Discloser's business including, but not limited to, plans, programs, marketing, advertising, sales strategies, policies, costs, pricing, and other financial information.

Sensitive and/or Confidential Information shall also include but shall not be limited to:

- Confidential Information (business or personal) including copyrighted, trademarked or patented information;
- Electronic protected health information (ePHI) protected by Federal HIPAA legislation;
- Intellectual Property (IP);
- Credit card data regulated by the Payment Card Industry (PCI);
- Personal Identity Information (PII);
- Information relating to an ongoing criminal investigation;
- Court-ordered settlement agreements requiring non-disclosure;
- Information specifically identified by this Contract as restricted;
- Other information for which the degree of adverse effect that may result from unauthorized access or disclosure is high; whether in writing or not, which the Discloser discloses to Recipient, including, but not limited to, any information relating to the policies, procedures and administration of the Discloser, its affiliates' or customers' ongoing operations, and personnel. It is the intention of the parties in defining Sensitive and/or Confidential Information that any and all information which in any way relates to Discloser's operations, no matter what the nature thereof, which was disclosed by Discloser or which is developed by either party as part of their services in carrying out the Contract performance reference herein shall be and remain confidential pursuant to this Contract. This includes but is not limited to:
 - Applications for services
 - Account numbers or balances
 - Payment histories
 - Identity of customers

- o Social Security numbers
- o Credit reports or histories
- o Any other financial information regarding Brown County or its customers
- o The terms of this Contract
- o HIPAA-related information

Sensitive and/or Confidential Information for purposes of this Contract does not include information that:

- Can be demonstrated to have been published or was otherwise in the public domain before disclosure by Discloser to Recipient;
- Can be demonstrated that, after its disclosure by Discloser to Recipient, is published, or otherwise comes into the public domain through no act or omission by Recipient, by a third party who has a legal right to do so;
- Recipient receives or has received from a third party who as a legal right to disclose it;
- Recipient has in written or physical embodiment form prior to disclosure by Discloser;
- Is independently developed by Recipient without reference to or reliance on Discloser's Sensitive and/or Confidential Information as evidenced by credible written evidence; and
- Becomes subject to the open records mandates of both federal and state law, including but not limited to, Wis. Stats. §§ 19.31 – 19.37.

A. **Acknowledgment of Confidential Relationship** - The COUNTY is required to ensure the confidentiality of any Sensitive and/or Confidential Information that the CONTRACTOR may have access to or become privy to under the state and federal laws including, but not limited to, HIPAA and the Wisconsin Privacy of Consumer Financial and Health Information, Wis. Administrative Code Ch. INS 25. The CONTRACTOR hereby acknowledges and agrees that any Sensitive and/or Confidential Information disclosed to it by the COUNTY is for the limited purpose of providing services and the CONTRACTOR will maintain the Confidential Information in confidence, and a confidential relationship will arise between the CONTRACTOR and the COUNTY by reason of such submission and/or disclosure. The CONTRACTOR further acknowledges and agrees that the Sensitive and/or Confidential Information of the COUNTY is proprietary to the COUNTY and that any unauthorized disclosure or unauthorized use as more fully set forth herein will cause harm and/or loss to the COUNTY.

B. **Use and Disclosure of Sensitive and/or Confidential Information** - The CONTRACTOR agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Sensitive and/or Confidential Information whether from observation, from any materials submitted or from disclosures by the COUNTY hereunder. The CONTRACTOR further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without the COUNTY'S prior written approval, which the COUNTY may withhold in its sole discretion. In no event shall either party use Sensitive and/or Confidential Information in a way, which violates local, state or federal laws. The duty to protect Sensitive and/or Confidential Information shall survive the termination of this Contract and shall be subject to the open records provisions of both state and federal law.

The CONTRACTOR shall instruct its employees, agents and contractors of their obligations under this Contract and instruct them to use the same care and discretion with respect to the Sensitive and/or Confidential Information as the CONTRACTOR is obligated to use and to not circumvent any security procedures or devices with respect to Sensitive and/or Confidential Information.

C. **Title remains with the COUNTY** - All innovations, inventions, devices, processes and/or formulas developed by the CONTRACTOR for the COUNTY shall be deemed to be the sole property of the COUNTY. The CONTRACTOR agrees to disclose in writing to the COUNTY any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by the CONTRACTOR on behalf of the COUNTY which constitute innovations or inventions developed by the CONTRACTOR either solely or jointly in connection with work performed by the CONTRACTOR at the request of or under any assignment by the COUNTY. The CONTRACTOR also agrees to assign to the COUNTY any and all interest it may have in such inventions or innovations.

D. **Indemnification by the CONTRACTOR** - The CONTRACTOR agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will defend, hold harmless and indemnify the COUNTY, its officers, employees, agents and assigns from all losses, liabilities, expenses, claims, actions, damages, suits, fines and costs including reasonable attorney's fees or liability arising from or in connection with such unauthorized use or disclosure. In addition, the CONTRACTOR acknowledges that in the event of a breach or threatened breach of this Contract, irreparable damage will immediately occur to the COUNTY and CONTRACTOR will defend and indemnify the COUNTY,

its officers, employees, agents and assigns from all losses, liabilities, claims, actions, damages, suits, fines, costs and expenses, including reasonable attorney's fees, incurred by the COUNTY as a result thereof.

- E. **Duty of Inquire** - If either party has a question concerning whether information qualifies as Sensitive and/or Confidential information under this Contract, each shall have a duty to inquire whether the information is deemed sensitive and/or confidential before taking any action contrary to this Contract.

For COUNTY inquire to:

County Department:	Corporation Counsel
Contact Name:	
Mailing Address:	305 E Walnut Street, PO Box 23600
City, State Zip:	Green Bay, WI 54305-3600
Email:	David.hemery@co.brown.wi.us
Phone:	(920) 448-4006

For CONTRACTOR inquire to:

Contractor:	
Contact Name:	
Mailing Address:	
City, State Zip:	
Email:	
Phone:	

- F. **Duty to Safeguard** - Each party shall take all reasonable steps to safeguard any and all Sensitive and/or Confidential information in their possession. Each party shall ensure, to the extent possible, that access to Sensitive and/or Confidential information is restricted only to properly authorized employees, agents, officers and/or subcontractors and shall take measures to protect the security of any documentation or computer containing Sensitive and/or Confidential information.

18. CONFLICT OF INTEREST:

- A. **Interest in Contract** - No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.
- B. **Interest of Other Local Public Officials** - No member of the governing body of the COUNTY, who exercises any functions or responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.
- C. **Interest of Contractor and Employees** - If the CONTRACTOR is aware or becomes aware that any person described in Section A. or B. of this Contract has any personal financial interest, direct or indirect, in this Contract, the CONTRACTOR shall immediately disclose such knowledge to the COUNTY. The CONTRACTOR further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in the performance of this Contract no person having any conflicting interest shall be employed or subcontracted.

19. DISCRIMINATION PROHIBITED:

- A. The CONTRACTOR shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve

component of the military forces of the United States or this state. The CONTRACTOR may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.

- B. The CONTRACTOR will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

20. INSURANCE:

- A. The CONTRACTOR shall be solely responsible to meet the CONTRACTOR'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.
- B. The Certificate(s) of Insurance along with an endorsement shall be issued by a company or companies authorized to do business in the State of Wisconsin and shall be satisfactory to the COUNTY. Such insurance should be primary. The CONTRACTOR shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and provide for thirty (30) days advance notice, as provided for in Section 23 "Notices" of this Contract, of any change, cancellation or non-renewal during the term of this Contract.
- C. The CONTRACTOR shall require all subcontractors to be bound by the same insurance requirements as CONTRACTOR and shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.
- D. No payments or disbursements under this Contract shall be made if such proof has not been furnished to the COUNTY. Failure to submit an insurance certificate, as required, can make this Contract void at the COUNTY'S discretion.

21. FORCE MAJEURE:

- A. If the performance of any part of this Contract is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of said notice of the Force Majeure Event, this Contract may be terminated by giving written notice.
- B. If the ability of the COUNTY to compensate the CONTRACTOR is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of the nature of such conditions and the expected date that compensation will be made. Section 66.0135, Wis. Stats., shall not apply to any late payment by the COUNTY due to circumstances under this Subsection B.

22. OTHER PROVISIONS:

- A. **Publicity Releases** - The CONTRACTOR agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by the COUNTY.
- B. **Appropriation of Funds** - This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or is terminated, the COUNTY may terminate this Contract by providing forty-five (45) days written notice to the CONTRACTOR.
- C. **Independent Contractor Status** - This Contract does not in any way create the relationship of joint venture, partnership, principal, third party beneficiary, agent or employer/employee between the CONTRACTOR and the COUNTY, their agents, employees, subcontractors, officers and/or representatives. The CONTRACTOR, its employees, agents, subcontractors, and/or representatives shall not act or attempt to act, or represent itself, directly or by implication, as an agent for the COUNTY or in any manner assume any obligation on behalf of or in the name of the COUNTY.

- 23. **NOTICES:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested and addressed to the appropriate party as follows:

For COUNTY Inquire to:

County Department:	Brown County Purchasing
Mailing Address:	305 E Walnut Street, 5 th Floor, PO Box 23600
City, State Zip:	Green Bay, WI 54305-3600
Email:	BC_Administration_Purchasing@co.brown.wi.us
Phone:	(920) 448-4040

For CONTRACTOR Inquire to:

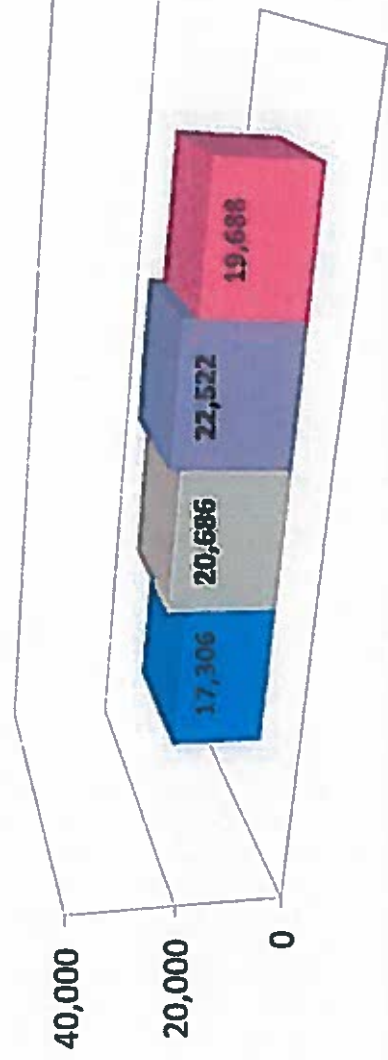
Contractor:	
Mailing Address:	
City , State, Zip:	
Email:	
Phone:	

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.

- 24. AMENDMENTS:** This Contract is the entire agreement between the undersigned parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each party, which amendment expressly states that it is the intention of the parties to amend this Contract.
- 25. SEVERABILITY:** The provisions of this Contract are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Contract shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Contract.
- 26. CONSTRUCTION:** All parties have contributed to the drafting of this Contract. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.
- 27. SIGNATURE AUTHORITY:** The persons signing this Contract warrant that they have been authorized to enter into this Contract by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Contract.
- 28. "PIGGYBACK" CLAUSE:** Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

<u>Park Location</u>	<u>December 2013</u>	<u>December 2014</u>	<u>December 2015</u>	<u>December 2016</u>
Adventure Park	0	6	22	0
Barkhausen	3871	6,995	7,807	5,358
Bay Shore Park	431	269	368	809
Brown County Park / Dog Park	1073	1053	1107	1289
Fairgrounds	732	1562	1375	807
Fonferek's Glen	162	779	676	738
Fox River Trail	2324	2320	1947	1522
Lily Lake	1645	1820	1090	1001
Mountain-Bay Trail	1644	1250	1041	736
Neshota Park	1691	1624	560	953
Pamperin Park	1603	2090	3955	3051
Reforestation Camp	1915	750	1707	3083
Suamico Boat Launch	16	13	0	0
Way-Morr Park	0	0	0	0
Wequiock Falls	199	155	867	341
Wrightstown Park	0	0	0	0
Yearly Grand Totals	17,306	20,686	22,522	19,688



■ Decemeber 2013 ■ December 2014 ■ December 2015 ■ December 2016

FIELD STAFF REPORT PARK DEPARTMENT DECEMBER 2016



Marvin Hanson

Fairgrounds

- ~~Host Commercial Events~~
- Snow Plow as necessary
- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders
- Grounds work on infield is complete, weekly erosion inspections of site

Neshota Park

- Cleaning, Security Checks and Park Inventory
- Weekly Trail system inspections & process work orders
- Ski trail and snow trail open
- Friends of Neshota Park Meeting
- Snow plow as necessary

Way-Morr Park

- Security Checks and Park inventory
- Process work orders and Playground Inspection

Lily Lake

- Cleaning, Security Checks and Park Inventory
- Process Work Orders
- Snow plow as necessary

Wrightstown Park

- Cleaning, Security Checks and Park Inventory

Fonferek Glen

- Litter pick-up, Security Checks and Park Inventory
- Process work orders— sign inspections & Inspection of Boundary Signs.
- Snow plow as necessary

Bay Shore Park

- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders
- Snow plow as necessary

Wequiock Falls Park

- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders

FIELD STAFF REPORT PARK DEPARTMENT DECEMBER 2016



Rick Ledvina West Side Supervisor

Barkhausen Waterfowl Preserve

- Staff started attending STEM monthly meetings to become more involved with other groups and work on future collaboration
- Staff brought live animals, furs, and other materials to the Children Museum of Green Bay for their winter event
- Held a Bird Feeder workshop and Holiday Craft workshop, both were well attended and had great positive feedback on them
- Prepared trails for cross country skiing and snowshoeing
- Organized files on computer and file cabinets, in addition to outdoor educational materials and rooms
- Did several live news shots about upcoming programs and winter activities
- Worked with contractors during the North Impoundment project for much of the early part of the month
- Had several snow storms that allowed staff to groom ski trails into good condition and rent snowshoes, with many park visitors coming out to take of advantage of the weather
- Worked on various small projects around the grounds and buildings taking advantage of the weather

Brown County Park

- At the pet exercise area we use pet friendly salt and this does not melt as quickly as regular salt. So several areas take a long time to clear up.
- With the snow and packing several areas become icy and very slippery so extra caution needs to be taken.

Pamperin Park

- Rentals were slow so a lot of time was spent on maintenance. The staff were able to take vacation days as needed. Several days were spent on catching up on computer work and Work Orders.

Fox River Trail - Mountain Bay Trail

- The weekly inspections continue and everything looks good.
- The plowing has started and everything is going as expected. St. Francis has been in use and so far users are happy to see it open.
- We have received several comments on how they like the trail plowed and they would like to see it opened even more. For now Allouez has plowed their section and attendance has been very good.

FIELD STAFF EPORT PARK DEPARTMENT DECEMBER 2016



Curt Hall

Reforestation Camp

Operations:

- Hired and trained 2 ski lodge attendants.
- Set-up ski lodge P.O.S. and ski lodge concessions operations. Managed all cash handling operations related to ski trail pass and concessions revenue.
- Supervised Ski trail grooming operations.
- Supervised logging operations onsite. Maintained proper trail closures throughout logging operations. Maintained close communications with logger.
- Coordinated with "Trail Genius" who is performing a remapping project of all trails throughout the Reforestation Camp. Winter trail maps are completed and posted along all winter trails systems.
- Maintained and cleaned rental facilities as needed.
- Manager attended monthly wellness committee meeting.
- Maintained Marandol Preserve and Rifle Range.
- Performed park facility and grounds maintenance including: Trail/hunting signage rotations, Coordinating proper trail closures/opening, Parking lot plowing and salting, Septic system operations.
- Completed monthly work orders.
- Covered facility rental schedule as needed.
- Coordinated multiple volunteer work days focused on bike, ski and horse trail cleaning and pruning.

"Friends Groups":

- Park Supervisor attended monthly Friends group meeting.
- Coordinated multiple volunteer work days focused on Fat bike trail and ski trail grooming.
- Hosted 3rd annual groomer training with 3 new volunteer groomers in attendance(2 bike, 1 ski)
- Coordinated Park facility access to accommodate all of "Bay Nordic" educational ski events.

Adventure Park

Operations:

- Adventure park was closed for operations in Dec. Dec adventure park attendance numbers represent pre-sold tickets and bike rentals.
- Completed 6th month of bike rental operations with 43 bike rentals in Dec.

Future Program Opportunities:

- Appears that there is a market for pre-sold tickets for holiday gifts. We need to extend our marketing efforts to capture this market.
- We expect that the new map system will improve participant experience on all trails throughout the site.

Parks Department Report –Jan 26th meeting



General Parks:

- 11 rentals took place in the parks during December
- 1 seasonal position remains – ski lodge concessionaire
- Ski and snowmobile trails have been open sporadically
- Organization hiring process is complete
 - Rick Ledvina, hired as Business Manager
 - Marv Hanson, hired as Field Manager
 - Jason Petrella, hired as Program and Natural Resource Coordinator
- Winter project crews have been focusing on: hazard tree removal, firewood processing, office remodel, and Bay Shore electrical upgrade

Comprehensive Outdoor Recreation Plan :

- Attached is a list of Needs and Priorities developed from internal and external sources. This draft copy is for you to review in advance of the draft plan release scheduled in February or March.

Barkhausen:

- North Impoundment habitat project near 75% completion
- Winter programming is 'in session'

Fairgrounds:

- For your review and approval, attached is the Request for Proposals related to the Fairgrounds planning effort.
- Commercial contracts have been mailed out and we are currently accepting 2018 event applications.

Reforestation Camp:

- Bay Nordic youth and adult ski programs are ongoing and provides an exceptional opportunity for the community to engage the parks through health and wellness.

Snowmobile Trails:

- Zone 1 (NE portion of county) and Zone 6 (NW portion of the county) have been open for a couple weeks.

State Trails:

- Allouez, De Pere, and Green Bay have all signed the joint funding agreement for plowing the trail
- Apple Valley has been awarded the plowing contract.

- **Frenzy on the Fox, a run/bike event co-sponsored by Brown County Parks and organized by City of Green Bay Parks drew over 250 participants. The event showcased the Fox River Trail plowing and all comments were positive related to trail plowing.**

CORP – Needs and Priorities

All-

1. Marketing/Promotion of events, programs and park areas
2. Invasive species management
3. Connection trails and parks to local parks and social areas
4. Property acquisition – when adjacent to existing facilities will take priority
5. Include health into signs and marketing throughout the park system
6. Interpretive signage/trails
7. Improve wayfinding signage
8. Improve water access
9. Review dog access
10. Offer rental equipment based on adventure
11. Focus on maintenance of existing assets
12. Install bike racks and other bike amenities – all areas

Baird Creek/Triangle Hill-

1. Transfer ownership to the City of Green Bay

Barkhausen Waterfowl Preserve-

1. Adjoining Land Acquisition to the north
2. Expand restrooms and classroom space
3. Update interpretive center displays and space
4. Establish natural playground
5. Invasive species management
6. Develop partnership with local school related to environmental education
7. Marsh overlook extension
8. Upgrade high capacity well
9. Raze horse barn and construct new cold storage

Bay Shore Park-

1. Boat launch expansion and/or renovation (ADA improvements)
2. Complete campground electric upgrades
3. Restroom renovation/reconstruction
4. Develop visitor center and fish cleaning station and boat wash station center
5. Expand campground along the ledge
6. Develop campground amenities
7. Replace Main Entrance sign

Brown County Dog Park-

1. Replace/repair fencing and gates
2. Install agility elements
3. Restroom building with dog water stations

Brown County Fairgrounds-

1. Develop master plan for buildings and use of property
2. Implement priorities from master plan

Devils River Trail-

1. No immediate needs

Fonferek's Glen-

1. Renovate access trail to water fall and arch (ADA improvements)
2. Prairie enhancements
3. Develop master plan for the property

Fox River State Trail-

1. Extend asphalt
2. Additional trailhead sites
3. Install lighting within the urban portion of the trail

Lily Lake-

1. Establish playground
2. Construct permanent restroom building
3. Develop educational and activity based programs
4. Adjoining land acquisition
5. Replace fishing pier

Mountain-Bay State Trail-

1. Renovate gravel surface
2. Asphalt surfacing
3. Additional trailhead sites

Neshota Park-

1. Prairie enhancements
2. Remodel shelter

Pamperin Park-

1. Duck Creek trail connection
2. Shoreline renovation
3. Building repairs/updates at pavilion and restrooms
4. Enhance/update playground (ADA)

5. Remove underground storage tank

Reforestation Camp-

1. Develop new trail marking and sign system
2. Enhance/update playground
3. Raze park restroom building
4. Expand trail lighting system
5. Establish snow making system
6. Implement plan developed for NEW Zoo & Adventure Park
 - a. Upgrade waste treatment plant for year around operations
 - b. Establish bicycle pump track element
 - c. Establish campground
7. Dredge ponds

St Francis Park-

1. Invasive species management

Suamico Boat Landing-

1. Establish mooring docks
2. Expand/seek alternative parking solution

VandeHei Property-

1. No immediate needs

Way-Morr Park-

1. Branch River restoration
2. Renovate parking lot on west side of river
3. Renovate tennis courts to a multi-use surface

Wequiock Falls-

1. Adjoining land acquisition

Wrightstown Park-

1. Review management/operations with the Village of Wrightstown
2. Establish trail along lower section of park
3. Expand parking lot
4. Establish permanent retaining wall along parking lot

(Unaudited)

2016

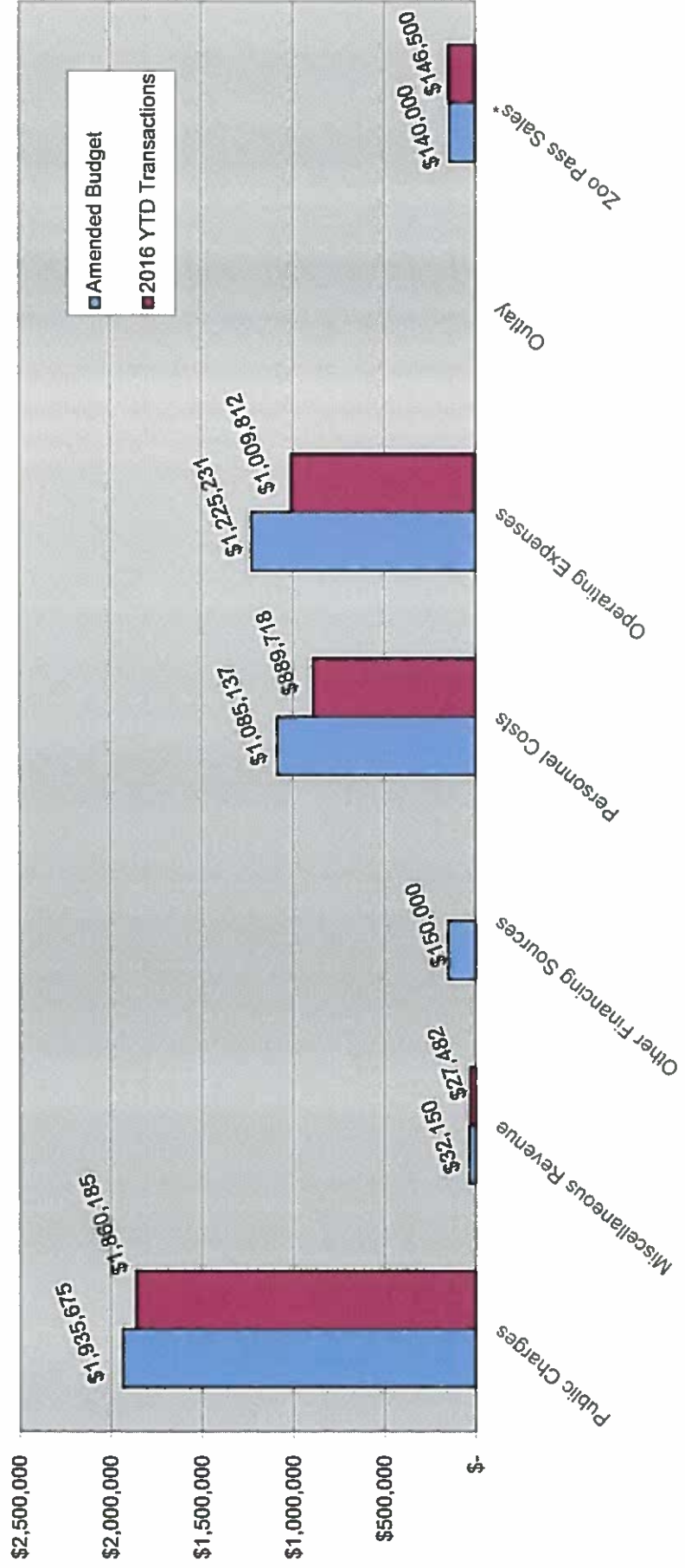
	Amended Budget	2016 YTD Transactions	Percent of Budget	2015 YTD Transactions	2014 YTD Transactions	2013 YTD Transactions
Public Charges	\$ 1,935,675	\$ 1,860,185	96.1%	\$ 1,991,297	\$ 1,976,568	\$ 1,712,154
Miscellaneous Revenue	\$ 32,150	\$ 27,482	85.5%	\$ 33,771	\$ 24,324	\$ 23,171
Other Financing Sources	\$ 150,000	\$ -	0.0%	\$ 167,831	\$ 46,011	\$ 113,445
Personnel Costs	\$ 1,085,137	\$ 889,718	82.0%	\$ 902,068	\$ 873,936	\$ 848,338
Operating Expenses	\$ 1,225,231	\$ 1,009,812	82.4%	\$ 986,165	\$ 938,957	\$ 985,468
Outlay	\$ -	\$ -	0.0%	\$ -	\$ -	\$ 5,644
Zoo Pass Sales*	\$ 140,000	\$ 146,500	104.6%	\$ 140,129	\$ 135,653	\$ 117,173
Zoo Attendance	\$ -	\$ 223,877		\$ 231,917	\$ 239,949	\$ 218,162

Revenues: Attendance #'s & public charges were above 2013 YTD but below 2014 & 2015.

Expenses: Personnel costs are down from 2015. Operating costs are up due to gift shop renovations, grounds improvements and equipment repair. Also due to payment towards Strategic Master Plan.

*Zoo Pass Sales have been included in Public Charges ~ used for comparison only

NEW Zoo 11/30/2016



January 4, 2017

John Van Dyck
Ed & Rec Committee
305 E. Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Dear John and members of the Ed & Rec committee,

The N.E.W. Zoological Society, Inc. will be hosting its 5th Annual "Skunks are Beautiful" Cribbage Tournament on Thursday April 13th, 2017, from 6pm to 11pm at the Reforestation Camp Lodge.

We initiated this fundraising event for the N.E.W. Zoological Society, Inc. in an effort help offset our daily operating expenses. Our purpose is to set up an inexpensive night of cribbage, food, drink, raffles, prizes and most of all fun. We are inviting teams of all skill levels to come and enjoy the night. Our goal for the first tournament is to have a limit of the first 70 registered teams. Last year we sold out before the event! All will be welcome and are encouraged to play. Some of our board members have attended similar events and they have been successful for other charities.

Volunteers from the Society will be participating in the setup, running, and cleanup of the event.

Liability insurance for the N.E.W. Zoological Society, Inc. for this event is through Green Bay Insurance Center. Application will be made for a Picnic License to the Town of Suamico.

At this time we would like to request that the rental fee be waived for the use of the Reforestation Camp Lodge on April 13th 2017.

Sincerely,

Steve Bieda
President
N.E.W. Zoological Society, Inc.
(920) 434-6814

Cc: Neil Anderson

11-

Animal Collection Report December 2016

Although December isn't typically considered "baby season" at the zoo, the month began and ended with adorable new additions!

Spriggy, the female blue duiker who arrived from the Virginia Zoo in late October turned out to be a two-for-one deal! She gave birth to a female calf on December 1st shortly before she was due to be released from quarantine. We've delayed introduction to our resident male while mother and baby get to know each other.

A cria (baby alpaca) was born on December 22nd to parents Sequoya and Inferno. Sequoya went into labor in the morning and Zookeepers witnessed the birth shortly before noon. The experienced mother did not require any assistance. The baby boy is healthy and strong and began nursing right away. The Zookeeper who cares for the alpacas selected the name Noel for this early Christmas present! Visitors can see little Noel and his family in the Children's Zoo.

2 year old male red wolf, Atohi, was transferred to The Endangered Wolf Center near St. Louis, MO on 12/20/16. The transfer was arranged quickly after a female at EWC lost her mate. Staff from each facility rearranged schedules to meet at the Brookfield Zoo in Chicago to conduct the transfer before the end of the month. The species is critically endangered and it is important that genetically valuable animals don't miss out on a breeding season (coming up in February). Atohi had lived in his family pack since he was born at the NEW Zoo in 2014. Three of his siblings had been transferred to other zoos previously and two brothers still remain with their parents who have another breeding recommendation for the upcoming season.

Resident female African penguins Cari and her daughter Wonka have formed loose bonds with the new boys (Mr. Bill and Lenny who arrived from the Racine Zoo in October). The two new couples have recently moved in with the rest of the flock. Wonka and Mr. Bill are spending their days together but are still choosing to retire to separate kennels for the night. Keepers continue to give them time alone from the rest of the flock to work on strengthening their bond. Although Cari and Lenny are sleeping in the same kennel at night, the pair is spending most of their waking hours hanging out with Cari's former sworn enemy/recent best friend Doodle. It is unclear if Doodle, who currently has no mate of her own (there is a male at the Little Rock Zoo waiting for better weather to make the move to Green Bay), is up to no good. Who needs reality shows when there are penguin soap operas to entertain us?

NEW Zoo Operations Report: December 2016

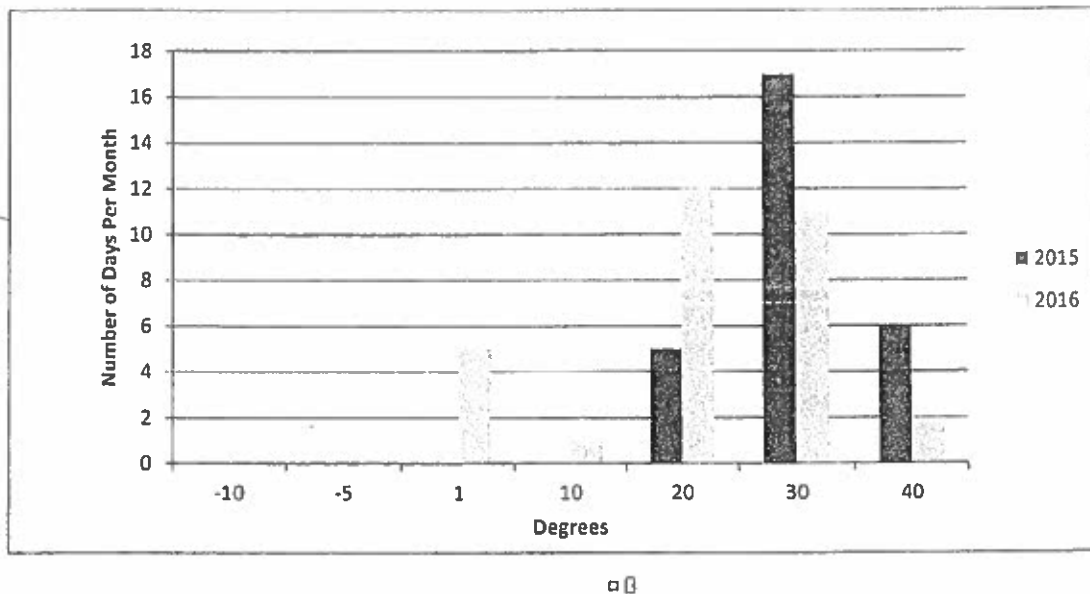
Noteworthy:

Average Temperature recorded at the zoo in {December 2016} = 25°F

5 in the single digits, 1 in the 10's, 12 in the 20's, 11 in the 30's and 2 in the 40's

Average Temperature recorded at the zoo in {December 2015} = 36°F

0 in the single digits, 0 in the 10's, 5 in the 20's, 17 in the 30's, 6 in the 40's, 3 in the 50's



Lowest temperature for period in Dec. 2016: 2°F Highest Temp: 40 °F

Lowest temperature for period in Dec. 2015: 25°F Highest Temp: 51 °F

December

- We had 1066 guests visited the Zoo in December, which gave us a total attendance of 223,877 for 2016. Our attendance goal was 225,000. A difference of -1,123 people for the year.
- Admissions charges and fees daily came in at \$1,039, 571.00 for 2016, compared to \$1,036,266 in 2015. An increase of \$3,305.
- Zoo pass sales for December 2016 were up compared to last December by \$1075, with a year-end increase of \$6,117 over 2015.
- We sold more in the Gift Shop (+\$400) this December than last. Overall our Gift Shop sales were less than 2015, but still substantially exceeded the year end goal.
- Holiday Fest this year saw a temperature of 40 (and sunny). Last year it was 35 on Holiday Fest Saturday (and overcast). We had 4 people less attend that event this year.

- The last Zoo Boo ticket vendor checks came in in December which totaled \$25,507. This made our overall December ticket sales \$29,255, \$23,394 more than last December.

End of Year Comparisons 2016 to 2015

- Per Caps 2016 Admissions - Goal: \$4.08. Actual: \$4.64.
- Year End Per Caps 2015 Admissions: \$4.43.
- Per Caps 2016 Gift Shop – Goal: \$1.01. Actual: \$1.17.
- Year End Per Caps 2015 Gift Shop: \$1.12.
- Per caps 2016 Mayan – Goal: \$1.11. Actual \$1.16.
- Year End Per Caps 2015 Mayan: \$1.26
- 2016 showed \$156,254 in Zoo Pass sales. We had \$151,427 Zoo Pass sales in 2015. An increase of \$4,827 over last year.

✓ (Please note that sales figures are not final until processed through the County & LOGOS.)

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**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

2016 REPORT					2014	2015	2016
2014, 2015 2016					PER	PER	PER
Paws & Claws Gift Shop	2014	2015	2016	(-)/(+)	CAP	CAP	CAP
January	\$ 557.40	\$ 1,149.47	\$ 1,857.44	\$ 707.97	\$1.26	0.8714708	1.5943691
February	\$ 669.96	\$ 1,157.14	\$ 3,838.13	\$ 2,680.99	\$1.25	2.0516667	1.32623704
March	\$ 4,715.11	\$ 8,770.88	\$ 11,371.54	\$ 2,600.66	\$0.96	1.0567325	1.2411635
April	\$ 10,948.35	\$ 26,629.51	\$ 20,838.16	\$ (5,791.35)	\$0.82	1.2503291	1.32104476
May	\$ 37,175.92	\$ 48,037.15	\$ 48,794.55	\$ 757.40	\$0.92	1.4580571	1.3532615
June	\$ 44,177.86	\$ 49,886.85	\$ 51,844.84	\$ 1,957.99	\$1.01	1.2315308	1.42130219
July	\$ 50,198.70	\$ 51,691.83	\$ 49,728.92	\$ (1,962.91)	\$1.03	1.308919	1.35878791
August	\$ 45,949.76	\$ 55,120.22	\$ 44,739.84	\$ (10,380.38)	\$0.99	1.3259615	1.27627557
September	\$ 11,962.04	\$ 17,149.37	\$ 12,417.17	\$ (4,732.20)	\$0.73	93%	0.78307183
October	\$ 8,872.02	\$ 8,191.75	\$ 11,267.02	\$ 3,075.27	\$0.38	0.3378877	0.38913518
November	\$ 1,398.38	1724	\$ 3,776.20	\$ 2,052.14	\$0.92	0.5344265	0.7837692
December	\$ 2,611.88	\$ 1,061.37	\$ 1,429.05	\$ 367.68	\$1.47	0.6247028	1.34057223
TOTAL	\$ 219,237.38	\$ 270,569.60	\$ 261,902.86	\$ (8,666.74)	\$ 0.91	\$1.12	1.16985157

					2014	2015	2016
					PER	PER	PER
Mayan Taste of Tropic	2014	2015	2016	(-)/(+)	CAP	CAP	CAP
January	\$ 698.79	\$ 1,329.18	\$ 1,366.12	\$ 36.94	\$1.58	1.007718	1.17263519
February	\$ 934.03	\$ 800.69	\$ 2,733.39	\$ 1,932.70	\$1.74	1.4196631	0.94450242
March	\$ 5,601.97	\$ 8,290.85	\$ 9,870.27	\$ 1,579.42	\$1.14	0.9988976	1.07730517
April	\$ 12,402.26	\$ 28,478.23	\$ 17,327.48	\$ (11,150.75)	\$0.92	1.3371317	1.09848358
May	\$ 47,658.53	\$ 42,452.78	\$ 44,408.57	\$ 1,955.79	\$1.18	1.2885564	1.23162132
June	\$ 55,471.02	\$ 54,604.30	\$ 44,950.45	\$ (9,653.85)	\$1.26	1.3479881	1.23229569
July	\$ 65,770.40	\$ 58,923.33	\$ 48,927.33	\$ (9,996.00)	\$1.50	1.4920321	1.33688535
August	\$ 56,141.00	\$ 54,586.88	\$ 47,329.16	\$ (7,257.72)	\$1.21	1.3131316	1.35014007
September	\$ 21,067.21	\$ 23,541.45	\$ 20,001.01	\$ (3,540.44)	\$1.28	1.2759593	1.26133632
October	\$ 20,106.38	\$ 16,667.26	\$ 17,310.18	\$ 642.92	\$0.86	0.6874798	0.59785107
November	\$ 1,510.15	\$ 3,041.49	\$ 3,811.77	\$ 770.28	\$0.99	0.9428053	0.79115193
December	\$ 2,054.59	\$ 1,480.94	\$ 1,133.91	\$ (347.03)	\$1.16	0.8716539	1.06370544
TOTAL	\$ 289,416.33	\$ 294,197.38	\$ 259,169.64	\$ (35,027.74)	\$1.22	1.2593203	1.15764299

ZOO PASS						
MONTH	2014	2015	2016	(-)/(+)		
January	\$ 881.00	\$ 1,988.00	\$ 2,890.00	\$ 902.00		
February	\$ 2,302.00	\$ 2,320.00	\$ 3,640.00	\$ 1,320.00		
March	\$ 12,801.00	\$ 15,290.00	\$ 16,045.00	\$ 755.00		
April	\$ 21,763.00	\$ 30,070.00	\$ 26,280.00	\$ (3,790.00)		
May	\$ 33,474.00	\$ 25,259.00	\$ 29,275.00	\$ 4,016.00		
June	\$ 26,236.00	\$ 26,080.00	\$ 19,991.00	\$ (6,089.00)		
July	\$ 15,973.00	\$ 15,858.00	\$ 17,110.00	\$ 1,252.00		
August	\$ 11,142.00	\$ 9,851.00	\$ 11,115.00	\$ 1,264.00		
September	\$ 5,512.00	\$ 5,228.00	\$ 6,305.00	\$ 1,077.00		
October	\$ 3,007.00	\$ 3,630.00	\$ 6,105.00	\$ 2,475.00		
November	\$ 1,985.00	\$ 5,730.00	\$ 7,590.00	\$ 1,860.00		
December	\$ 16,351.00	\$ 14,950.00	\$ 16,025.00	\$ 1,075.00		
TOTAL	\$ 151,427.00	\$ 156,254.00	\$ 162,371.00	\$ 6,117.00		

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Gift Shop, Mayan and Admissions Revenue Monthly Revenue December

Day	Date	Gift Shop	Concessions	Admission \$	Adventure	Vending	Zoo Pass	Education	Donation	Fund Cons.	Special Event	Attend.	Temp	Weather
th	1	28.73	22.43	28.00	-	332.81	375.00	100.00	-	1.51	-	8	35	2
fr	2	54.30	12.68	19.00	-	2.49	905.00	-	-	-	-	17	35	2
sat	3	65.58	59.97	129.00	-	51.50	60.00	-	-	-	-	37	32	2
sun	4	12.59	5.69	46.00	-	35.02	-	-	-	-	-	11	30	3
mon	5	49.14	-	92.00	-	38.01	770.00	-	-	-	-	16	30	2
tues	6	-	56.03	21.00	-	-	510.00	-	-	0.34	-	7	31	3
wed	7	62.94	19.14	80.00	-	5.00	900.00	-	-	0.26	-	12	25	1
th	8	-	8.44	-	-	360.25	505.00	-	111.62	0.18	-	1	27	2
fr	9	9.43	1.94	35.00	-	2.00	635.00	-	25.00	30.86	-	10	25	1
sat	10	118.58	54.01	633.00	-	81.97	575.00	24.00	10.00	0.21	-	197	40	1
sun	11	-	8.45	21.00	-	5.49	-	-	-	-	-	3	25	3
mon	12	16.25	-	14.00	-	1.00	1,475.00	35.00	-	-	-	6	18	1
tues	13	25.18	14.41	-	-	-	645.00	-	-	0.01	-	2	8	1
wed	14	23.09	5.02	-	-	5.00	385.00	106.00	25.00	0.08	-	0	5	1
th	15	-	14.48	-	-	2.99	670.00	-	-	0.24	-	0	2	1
fr	16	47.67	11.56	10.00	-	5.00	860.00	-	-	-	-	2	20	3
sat	17	31.98	6.40	80.00	-	7.00	65.00	-	-	0.18	-	13	20	4
sun	18	24.13	14.68	24.00	-	-	-	-	-	-	-	4	2	1
mon	19	6.81	-	19.00	-	-	1,515.00	-	-	-	-	4	2	1
tues	20	42.38	41.44	12.00	-	16.18	1,300.00	200.00	-	530.92	-	10	32	1
er	21	46.67	12.38	52.00	-	5.00	390.00	-	-	-	-	10	28	2
th	22	-	46.57	57.00	-	22.00	1,115.00	45.00	-	-	-	20	35	1
fr	23	125.00	41.82	185.00	-	33.00	195.00	-	10.00	0.11	-	37	28	2
sat	24	19.95	10.84	92.00	-	18.00	-	-	-	0.18	-	17	29	2
sun	25	32.51	8.86	82.00	-	9.00	-	-	-	-	-	22	31	20
mon	26	144.76	196.31	629.00	-	134.99	130.00	-	-	2.98	-	204	40	1
tues	27	36.23	48.69	177.00	-	32.99	875.00	-	200.00	2.27	-	30	20	2
wed	28	164.90	148.23	435.00	-	44.00	1,040.00	-	-	20.00	-	150	35	2
th	29	146.86	177.03	365.00	-	59.00	-	-	-	2.72	-	96	31	2
fr	30	2.00	79.03	296.00	-	31.01	-	72.00	-	0.87	-	73	20	2
sat	31	91.39	9.38	115.00	-	30.00	130.00	-	0.57	5.00	25,507.00	47	28	2
Total		\$ 1,429.05	\$ 1,133.91	\$ 3,748.00	\$ -	\$ 1,370.70	\$ 16,025.00	\$ 582.00	\$ 382.19	\$ 598.92	\$ 25,507.00	1,066	25	

Temp and

Weather K: 1 = Sunny 2 = Overcast 3 = Rain 3 = R: 4 = Snow
Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie,

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2405
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US



ANGELA KAWSKI-KROENING

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NEW Zoo & Adventure Park EDUCATION AND VOLUNTEER PROGRAMS REPORT December 2016

Volunteer Hours

Dec 2016		Dec 2015
1.25	Education	--
105.75	Giraffe Stand	140.75
42.25	Husbandry	84.75
15	Office Help	38.5
142.5	Special Events	141.75
10.5	Special Projects	65.5
--	ZooWatch	2.5
317.25	Total Hours	473.75

Intern Hours

4 interns in December, all part-time

Total: 98 hours

versus 175.75 hours in 2015

Off-Site Zoomobile Programs

No Zoomobiles → \$0

versus \$0 in 2015

On-Site Programs

12/4 → Wild Encounter: \$100

Zookeeper Adventure GIFT – date TBD: \$106

Animal Painting: \$10

Animal Painting: \$25

Total: \$241

versus \$392 in 2015

Things to Note

☆ Interviewed some candidates for Spring 2017 Internships

☆ Successful volunteer turn-out and support for Holiday Fest event

☆ Total estimated revenue earned by Education for 2016: \$28,038.22 in Altru for programs PLUS \$4,497 for adoptions/paintings, plus \$10,323.34 for Birthday Parties for a total of \$42,858.56

Versus \$40,191.63 earned in 2015, \$30,568 in 2014 and \$32,427.52 in 2013 and \$20,187.18 in 2012

☆ Total Approximate Volunteer Hours for 2016: ~10,400 volunteer/event hours; ~5,300 for intern hours = total of approximately 15,700 volunteer hours for 2016

Versus 16,500 hours for 2015

NEW Zoo Maintenance Report

January 2017

- Replaced Mayan menu board lights with LED bulbs.
- Rebuilt the Toro snow blower drive assembly.
- Ordered furnace filter supply for the year.
- Kept up with snow and ice control.
- Had the power washer for giraffe rebuilt.
- Took and passed the FEMA 100 course.
- Signed up for hazardous waste disposal training in March.
- Took the refresher course on CPR, first aid and AED.
- Built a new larger hoof trimming stand for giraffe.
- Made repairs to the lion den forced air heater.
- Made a new policy sheet for the hypochlorite use for the AZA inspection.
- Repaired a non-running Kubota diesel cart.
- Changed out 4 ft bulbs throughout the ECC.
- Ordered solar salt for softeners.
- Ordered ice melt salt.
- Fixed a leaking high pressure line on the skid steer hydraulic system.
- Replaced wiper arm assembly on the skid steer
- Routine building cleaning and storeroom stocking.
- .

2016 BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

2016 budget amendment— Governmental accounting standards (GASB 68) dealing with the allocation of all pension assets and liabilities to all Wisconsin Retirement System (WRS) members was implemented beginning with the 2015 financial statements. When the 2016 budget was being created, NO data was available as to the fiscal effect for GASB 68 on departments. The WRS released data on 01-10-2017 allowing for a better understanding of the effects on the County for 2016 and subsequent years (assuming all actuarial assumptions hold true).

For the County's business-type (proprietary) funds and internal service funds, the anticipated net increase in expenses is \$1,104,335, as per the attached schedule. This will result in a corresponding decrease in each fund's Unrestricted Equity.

FISCAL EFFECT \$1,104,335

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	XXX.XXX.XXX.5110.320	Fringe benefit pension adjust	1,104,335
<input type="checkbox"/>	<input checked="" type="checkbox"/>	XXX.3000	Unrestricted equity	1,104,335
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

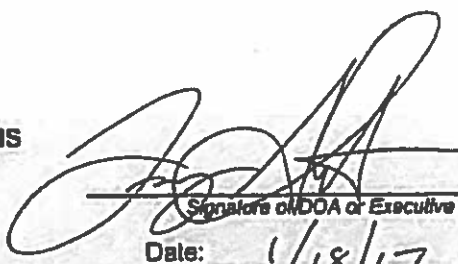
Prepared by: 
David P. Ehlinger

AUTHORIZATIONS


Signature of Department Head

Department: Administration

Date: 01/18/2017


Signature of DOA or Executive
Date: 1/18/17

Account Type
Journal Type
Process Status

Expenses
Journal Entry
Posted

Actual Amount Row Labels	Column Labels Calendar 2016	Increase Expense	Decrease Fund Bal	Fund
610.030.001.5110.320 - Fringe benefits Pension adjust	106,037.23	106,037	(106,037)	Airport
620.034.001.5110.320 - Fringe benefits Pension adjust	9,233.67	9,234	(9,234)	Golf Course
630.056.050.001.5110.320 - Fringe benefits Pension adjust	20,532.92	20,533	(475,114)	CTC
630.056.051.001.5110.320 - Fringe benefits Pension adjust	112,075.99	112,076		
630.056.051.060.5110.320 - Fringe benefits Pension adjust	8,033.82	8,034		
630.056.051.063.5110.320 - Fringe benefits Pension adjust	9,235.31	9,235		
630.056.052.001.5110.320 - Fringe benefits Pension adjust	182,988.47	182,988		
630.056.052.068.5110.320 - Fringe benefits Pension adjust	2,188.01	2,188		
630.056.053.058.5110.320 - Fringe benefits Pension adjust	41,875.81	41,876		
630.056.053.065.5110.320 - Fringe benefits Pension adjust	9,428.16	9,428		
630.056.053.067.5110.320 - Fringe benefits Pension adjust	14,125.17	14,125		
630.056.100.054.5110.320 - Fringe benefits Pension adjust	(254.28)	(254)		
630.056.100.055.5110.320 - Fringe benefits Pension adjust	24,906.08	24,906		
630.056.100.056.5110.320 - Fringe benefits Pension adjust	13,883.28	13,883		
630.056.100.057.5110.320 - Fringe benefits Pension adjust	477.80	478		
630.056.100.061.5110.320 - Fringe benefits Pension adjust	11,668.95	11,669		
630.056.100.062.5110.320 - Fringe benefits Pension adjust	23,948.50	23,949		
640.057.001.5110.320 - Fringe benefits Pension adjust	30,046.37	30,046	(30,066)	NEW Zoo
640.057.258.5110.320 - Fringe benefits Pension adjust	20.34	20		
643.057.001.5110.320 - Fringe benefits Pension adjust	(114.57)	(115)	115	Adventure Park
650.078.001.5110.320 - Fringe benefits Pension adjust	4,625.94	4,626	(4,626)	Port
655.079.001.5110.320 - Fringe benefits Pension adjust	32,804.51	32,805	(32,881)	Resource Recovery
655.079.087.5110.320 - Fringe benefits Pension adjust	75.74	76		
660.044.001.5110.320 - Fringe benefits Pension adjust	339,475.77	339,476	(339,476)	Highway
710.022.001.5110.320 - Fringe benefits Pension adjust	91,618.23	91,618	(91,618)	Tech Services
730.054.040.5110.320 - Fringe benefits Pension adjust	4,252.28	4,252	(15,398)	Copy Center
730.054.045.5110.320 - Fringe benefits Pension adjust	11,146.21	11,146		
998.900.5110.320 - Fringe benefits Pension adjust	656,074.57			
998.901.5110.320 - Fringe benefits Pension adjust	2,168,654.35			
998.903.5110.320 - Fringe benefits Pension adjust	1,365,954.23			
998.904.5110.320 - Fringe benefits Pension adjust	474,475.87			
998.905.5110.320 - Fringe benefits Pension adjust	123,157.77			
Grand Total	5,892,652.50	1,104,335	(1,104,335)	
As per New World download	5,892,652.50			
Variance	0.00			

2017 BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
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2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

2017 budget amendment- Governmental accounting standards (GASB 68) dealing with the allocation of all pension assets and liabilities to all Wisconsin Retirement System (WRS) members was implemented beginning with the 2015 financial statements. When the 2017 budget was being created, limited data was available as to the fiscal effect for GASB 68 on departments. The WRS released data on 01-10-2017 allowing for a better understanding of the effects on the County for 2016 and subsequent years (assuming all actuarial assumptions hold true).

For the County's business-type (proprietary) funds and internal service funds, the anticipated net increase in expenses is \$1,447,617, as per the attached schedule. This will result in a corresponding decrease in each fund's Unrestricted Equity.

FISCAL EFFECT \$1,447,617

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	XXX.XXX.XXX.5110.320	Fringe benefit pension adjust	1,447,617
<input type="checkbox"/>	<input checked="" type="checkbox"/>	XXX.3000	Unrestricted equity	1,447,617
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Prepared by:
David P. Ehlinger

AUTHORIZATIONS

Signature of Department Head

Signature of DOA or Executive

Department: Administration
Date: 1/15/2017

Date: 1/18/17

Brown County
Subsequent Years Pension Amortization Entries
December 31, 2016

Department	Allocation Rate	Budget Year						Total
		2017	2018	2019	2020	2021	2022	
Total deferred outflows amortization		12,036,417.62	12,036,417.62	12,036,417.62	10,018,184.86	214,737.85	0.00	46,347,357.16
Total deferred inflows amortization		(4,705,377.75)	(4,705,377.75)	(4,705,377.75)	(4,705,377.75)	(6,720,211.76)	0.00	(19,441,859.71)
Total departmental expense		7,331,039.87	7,331,039.87	7,331,039.87	5,312,807.11	147,526.09	0.00	26,895,497.45
Airport	3.62%	118,547.00	118,547.00	118,547.00	85,911.00	(8,566.00)	0.00	434,964.00
Golf Course	0.19%	13,909.00	13,909.00	13,909.00	10,079.00	(177.00)	0.00	51,031.00
Community Treatment Center	7.82%	573,376.00	573,376.00	573,376.00	415,325.00	(31,656.00)	0.00	2,103,797.00
HLW Zoo	0.73%	54,963.00	54,963.00	54,963.00	39,811.00	(1,054.00)	0.00	201,643.00
Adventure Park	0.04%	3,154.00	3,154.00	3,154.00	2,796.00	(175.00)	0.00	11,573.00
Port	0.10%	6,983.00	6,983.00	6,983.00	5,061.00	(168.00)	0.00	25,612.00
Resource Recovery	0.51%	44,649.00	44,649.00	44,649.00	32,171.00	(2,492.00)	0.00	163,896.00
Highway	7.02%	514,396.00	514,396.00	514,396.00	372,781.00	(29,519.00)	0.00	1,847,392.00
Technology Services	1.53%	113,511.00	113,511.00	113,511.00	82,762.00	(6,307.00)	0.00	416,488.00
Copy & Document Center	0.06%	4,110.00	4,110.00	4,110.00	2,978.00	(178.00)	0.00	15,060.00
Subtotal	19.75%	1,447,617.00	1,447,617.00	1,447,617.00	1,049,807.00	(49,428.00)	0.00	5,312,807.00
Government Funds	82.25%	5,883,474.00	5,883,474.00	5,883,474.00	4,263,752.00	(126,879.00)	0.00	21,587,295.00
Rounding effect		(0.61)	(0.61)	(0.61)	0.61	0.59	0.02	(0.61)
Total	100.00%	7,331,039.87	7,331,039.87	7,331,039.87	5,312,807.11	147,526.09	0.02	26,895,497.45

Total expenditure needed for 2017

Airport	118,547.00							
Golf Course	13,909.00							
Community Treatment Center	573,376.00							
HLW Zoo	54,963.00							
Adventure Park	3,154.00							
Port	6,983.00							
Resource Recovery	44,649.00							
Highway	514,396.00							
Technology Services	113,511.00							
Copy & Document Center	4,110.00							
Total reduction of fund balances	1,447,617.00							
					Annual	Annual		Monthly Actual
Airport	fringe benefit pension adjust	610 010 001 5110 320	Increase	118,547			9,879	
Airport	Unrestricted equity	610 3000	Decrease		118,547			
Golf Course	fringe benefit pension adjust	670 014 001 5110 320	Increase	13,909			1,159	
Golf Course	Unrestricted equity	670 3000	Decrease		13,909			
Community Treatment Center	fringe benefit pension adjust	610 056 050 001 5110 320	Increase	22,344			1,854	
Community Treatment Center	fringe benefit pension adjust	610 056 051 001 5110 320	Increase	119,752			11,646	
Community Treatment Center	fringe benefit pension adjust	610 056 051 060 5110 320	Increase	8,434			711	
Community Treatment Center	fringe benefit pension adjust	610 056 051 063 5110 320	Increase	8,585			716	
Community Treatment Center	fringe benefit pension adjust	610 056 052 001 5110 320	Increase	212,592			17,716	
Community Treatment Center	fringe benefit pension adjust	610 056 052 068 5110 320	Increase	4,393			366	
Community Treatment Center	fringe benefit pension adjust	610 056 053 058 5110 320	Increase	46,762			3,897	
Community Treatment Center	fringe benefit pension adjust	610 056 053 065 5110 320	Increase	37,404			3,117	
Community Treatment Center	fringe benefit pension adjust	610 056 053 067 5110 320	Increase	18,899			1,575	
Community Treatment Center	fringe benefit pension adjust	610 056 100 054 5110 320	Increase	4,024			335	
Community Treatment Center	fringe benefit pension adjust	610 056 100 055 5110 320	Increase	29,867			2,489	
Community Treatment Center	fringe benefit pension adjust	610 056 100 056 5110 320	Increase	16,478			1,373	
Community Treatment Center	fringe benefit pension adjust	610 056 100 057 5110 320	Increase	2,913			243	
Community Treatment Center	fringe benefit pension adjust	610 056 100 061 5110 320	Increase	15,522			1,294	
Community Treatment Center	fringe benefit pension adjust	610 056 100 062 5110 320	Increase	29,267			2,439	
Community Treatment Center	fringe benefit pension adjust	610 3000	Decrease		573,376			
HLW Zoo	fringe benefit pension adjust	640 057 001 5110 320	Increase	54,962			4,580	
HLW Zoo	Unrestricted equity	640 3000	Decrease		54,962			
Adventure Park	fringe benefit pension adjust	640 057 001 5110 320	Increase	3,154			263	
Adventure Park	Unrestricted equity	640 3000	Decrease		3,154			
Port	fringe benefit pension adjust	650 078 001 5110 320	Increase	6,983			583	
Port	Unrestricted equity	650 3000	Decrease		6,983			
Resource Recovery	fringe benefit pension adjust	655 079 001 5110 320	Increase	44,649			3,721	
Resource Recovery	Unrestricted equity	655 3000	Decrease		44,649			
Highway	fringe benefit pension adjust	660 044 001 5110 320	Increase	514,396			42,866	
Highway	Unrestricted equity	660 3000	Decrease		514,396			
Technology Services	fringe benefit pension adjust	710 022 001 5110 320	Increase	113,511			9,459	
Technology Services	Unrestricted equity	710 3000	Decrease		113,511			
Copy & Document Center	fringe benefit pension adjust	730 054 040 5110 320	Increase	1,349			113	
Copy & Document Center	fringe benefit pension adjust	730 054 045 5110 320	Increase	2,761			230	
Copy & Document Center	Unrestricted equity	730 3000	Decrease		4,110			
Total increase in expenses				1,447,617			120,633	
Total decrease in fund balances					1,447,617			

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX					
December-16	Date	Building	2016	2015	2015 Date
Newsboys concert	December 10, 2016	ARENA	3995	N/A	
Hmong New Year Celebration	December 18, 2016	ARENA	1000	1500	
Hmong New Year Celebration	December 19, 2016	ARENA	1000	1500	
Green Bay Holiday Dance Classic		ARENA	N/A	1209	December 19, 2015
ARENA TOTAL			5995	4209	
Salvation Army Distribution	December 20, 2016	SHOPKO	1625	2000	
Salvation Army Distribution	December 21, 2016	SHOPKO	1625	350	
Pulaski Band Practice	December 26, 2016	SHOPKO	250	N/A	
Pulaski Band Practice	December 27, 2016	SHOPKO	250	N/A	
Gun and Knife show	December 30, 2016	SHOPKO	1041	N/A	
Gun and Knife show	December 31, 2016	SHOPKO	1584	N/A	
SHOPKO HALL TOTAL			6375	2350	
Gamblers Game	December 2, 2016	RESCH	2450	2422	
Kenny Rogers Christmas	December 3, 2016	RESCH	3216	N/A	
Trans Siberian Orchestra	December 9, 2016	RESCH	14783	N/A	
Gamblers game	December 10, 2016	RESCH	2453	2146	
UWGB Game	December 19, 2016	RESCH	1106	1132	
UWGB Game	December 22, 2016	RESCH	1175	891	
Gamblers game	December 28, 2016	RESCH	2991	2559	
Harlem Globetrotters	December 30, 2016	RESCH	5581	4735	
Gamblers game	December 31, 2016	RESCH	4515	4623	
Jeff Dunham		RESCH	N/A	7842	December 2, 2015
Gamblers game		RESCH	N/A	2026	December 29, 2015
Gamblers Game		RESCH	N/A	635	December 31, 2015
RESCH CENTER TOTAL			38270	30918	
TOTAL FOR DECEMBER 2016			50,640	37,477	